



CITY COUNCIL REGULAR MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Monday, October 04, 2021 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. City Council Minutes - 09-20-2021
 - B. 2021 Street Reconditioning Project Pay Estimate No. 1
 - C. Surplus Vehicle 2021 - Resolution 2021-51
 - D. Rivers Edge 5th Addition Financial Security Reduction
 - E. Approve Purchase of Portable Radios - Fire Dept.
 - F. High Service Pump #1 Rehab and Replacement
 - G. Ice Rink Management Agreement
 - H. Well #1 Rehabilitation
 - I. Well House Roof Replacement
 - J. Hiring Accounting Tech/Deputy Clerk Applicant
 - K. Bottle Shop - Change Order #1
 - L. Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
 - A. Portable Recording Systems - Body Worn Camera
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. Community Development - QTR 3 Report
- 12. COUNCIL MEMBER REPORTS**
- 13. CLOSED MEETING**
 - A. Closed Meeting Pursuant to Minn. Statute 13D.05 Subd.3 (c)(3) to consider develop or consider offers or counteroffers for the purchase of real properties as described as 05-33-24-22-0013 and 05-33-24-22-0012.
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
AUGUST 20, 2021
6:00 pm

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members Present: Mayor Steve Feldman and Council member Kevin Robinson
Members Attending via Zoom: Council members Joe Muehlbauer and Sarah Udvig
Member Absent: Council Member Robert Bauer

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Planner Beth Richmond (HKGi), Public Works Director Jason Windingstad, City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, and City Clerk Jenni Wida.

3. **APPROVAL OF AGENDA**

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE REGULAR CITY COUCIL AGENDA

Ayes: Udvig, Muehlbauer, Feldman, Robinson
Nays: None
Absent: Bauer
Motion carried 4-0

4. **CONSENT AGENDA**

- A. City Council Minutes – September 7, 2021
- B. Budget Award
- C. ~~MMUA Safety Management Program Contract~~
- D. ~~Claims~~

Robinson requested clarification on Consent Agenda items C and D.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE CONSENT AGENDA ITEMS A AND B.

Ayes: Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Absent: Bauer
Motion carried 4-0

- C. MMUA Safety Management Program Contract

Robinson asked about the MMUA Safety Management program contract, noting it is about \$21,000 and asked if there is a competitive bid process for this service. Public Works Director Windingstad reviewed three other companies that provide this service and explained the Minnesota Safety Council is Anoka Hennepin and services everything east of Highway 65 with each city/township it services paying into it. However, it does not compare in depth to MMUA. He reviewed a list of the safety programs and training offered by MMUA, noting it is tailored to each city/township. Windingstad described what is involved with an OSHA audit to provide paperwork and inspect facilities, which gets expensive if fines are assessed. He explained that MMUA comes to the city, does random checks to make sure everything is up to par, and he has yet to find another company offering this service, internal audits, and handling paperwork. Windingstad agreed that \$21,000 is a lot of money but considering what the City receives, it is cheap compared to the cost should someone get hurt. He assured the City will get what they pay for, more than walk-through certifications, because staff will be trained and held accountable to assure facilities are up to par.

Robinson asked if anything offered is redundant where there could be some cost savings without compromising safety or education. Windingstad stated he hasn't seen the contract but MMUA tracks who has what training and MMUA is second to none.

Robinson noted MMUA works with many cities and may be short-sighted in some areas where St. Francis is checking all of the boxes. Mayor Feldman pointed out that this is the Minnesota Municipal Utilities Association so the City would be fully protected. Windingstad stated that is correct, noting Minnesota has its own OSHA compliances along with federal regulations so St. Francis needs to have both. Robinson stated he didn't want to be held captive by one company if there are other ways of doing things but if MMUA is the best option, then he would support it.

Mayor Feldman noted it had been mentioned that \$21,000 seems like a lot of money but one fine from OSHA can wipe that out in a heartbeat. Robinson stated he understands that. Mayor Feldman stated this is MMUA's area of expertise and they are the best qualified people. Windingstad agreed and explained one MMUA person would be assigned to St. Francis so any employee, at any given time, can call with a question or concern or about training.

B. Claims

Robinson stated he talked to Finance Director Mulvihill to find out more about the award her department had received, which was given to only 1 in 25 cities in Minnesota. He recognized Finance Director Mulvihill and her department for that accomplishment.

Mayor Feldman also expressed his appreciation to Mulvihill.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING CONSENT
AGENDA C AND D

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Absent: Bauer

Motion carried 4-0

5. MEETING OPEN TO THE PUBLIC – NONE

6. SPECIAL BUSINESS – NONE

7. PUBLIC HEARING – NONE

8. OLD BUSINESS

A. Zoning Code Amendment; Interim Use Permit

1. Ordinance 284, Amending City Code Sections 10-23-01, 10-44-02, and part 10- 66-00 to include Agritourism and an Interim Use in the BPK District (Second Reading)

City Planner Beth Richmond gave a presentation on the ordinance amendment to use agritourism as an interim use in the Business Park (BPK) District as well as an associated Interim Use Permit (IUP) application. She referenced the Council's past discussions related to this request and reviewed the changes made by the applicant to reduce the number of days and hours they would be operating. It was noted the details of these changes are included in the meeting packet. Richmond stated the Council is asked to take action on both of these requests.

Mayor Feldman stated he saw the changes proposed by Mr. Sunram to reduce the number of days and hours but it comes down to whether the City wants agritourism allowed in that specific area. He noted the City wants a business park in that area, which has been discussed enough. He referenced the public concerns related to this request and stated he did not think you could customize the hours and everything else to satisfy the residents because in this area, it should not be agritourism, it should be a business park. Mayor Feldman stated his hope that Mr. Sunram will work with the City to get water and sewer services and a business park up and running. He noted approval of this request requires four affirmative votes to pass and, in his opinion, this is not the area for agritourism.

Muehlbauer stated this has been a tough balancing act for him and he is not in favor of changing an ordinance for one person although he acknowledged there have been situations in the past. He noted he has heard the public's concerns, understands why the business owner wants to be on a major highway, likes some of the revisions made, but prefers the idea of a business park.

Udvig stated she has no further comments as the Council has already hashed this out. In addition, she thinks changing ordinances to fit one person can result in a sticky situation because it can cause the City issues, as has been seen before.

Robinson stated he had been wrestling with this decision as well, noting felt there may another similar situation coming before the Council in an area designated as 'X' and the applicant wants 'Y.' Robinson stated that the residents who bought and are living in the area have known there was going to be a certain thing at some point. He thinks a business park, infrastructure, and asphalt will be there some day but that day is not now. He hated to set a precedent by changing the ordinance, noting if Mr. Sunram was coming with asphalt, infrastructure plans, money, and some backing, he would find that to be true to course and something the City planned for. But, he would also take into consideration the public's comments and concerns because that matters. He thanked Mr. Sunram for trying to make this work but stated this was not the venue for this proposal as the true purpose for this area is coming at some time so he would not approve this application at this time.

Mayor Feldman thanked Mr. Sunram for trying hard to make this work but noted it was hoped at the last work session that a compromise between the two parties, the residents and Mr. Sunram, could be reached. He stated Mr. Sunram tried but the residents don't want this use there and the Council thinks a business park will be coming. He assured Mr. Sunram that St. Francis is growing, progress is being made, and residents wants stores like Aldi's and Walgreens.

Mayor Feldman explained that when that time comes, Mr. Sunram has the right to come and talk to the Council about his concerns related to asphalt and City utilities. He urged Mr. Sunram to work with the City on a business park and assured Mr. Sunram that the City is willing to work with him.

Assistant City Attorney Dave Schaps advised of the action before the Council should they support denial.

2. Resolution 2021-47 Denying an Interim Use Permit to allow Agritourism uses on a site zoned BPK Business Park and Ordinance Amendment

MOTION BY: ROBINSON SECOND: MUEHLBAUER ADOPTING RESOLUTION 2021-47 TO DENY AN ORDINANCE AMENDMENT REQUEST TO AMEND THE ZONING CODE TO ALLOW AGRITOURISM AS AN INTERIM USE IN THE BPK BUSINESS PARK DISTRICT

Ayes: Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Absent: Bauer

Motion carried 4-0

MOTION BY: UDVIG SECOND: MUEHLBAUER TO DENY THE REQUESTED INTERIM USE PERMIT FOR AGRITOURISM AS THIS USE IS NOT AN ALLOWED

USE IN THE CITY’S ZONING CODE AND DIRECT STAFF TO THE PROVIDE APPLICANT A WRITTEN LETTER STATING THE REASON FOR THE DENIAL

- Ayes: Udvig, Muehlbauer, Robinson, and Feldman
- Nays: None
- Absent: Bauer
- Motion carried 4-0

Mayor Feldman thanked Beth from HGKi, Community Development Director Richmond, and her staff for their time during these drawn-out discussions. He stated to the residents that they won this battle, which was right, and asked them to be prepared to consider a business park when it comes. He reminded residents that the Council looks at the bigger picture and growth of the entire City, rural and urban together, to assure responsible growth. He again thanked Mr. Sunram and residents.

9. **NEW BUSINESS**

A. Adjust the Tax Levy for Bond Indebtedness – Resolution 2021-49

Finance Director Darcy Mulvihill introduced the resolution to adjust the tax levy for bond indebtedness. She explained when the bonds are sold, a levy is set and the City levelized the bonds. With the bonds that funded the Police/Public Works building, money will be transferred instead of levying for that. She explained this action is to change those that are already scheduled at the County. Mulvihill noted the 2001 bond, which was just refunded, and explained the last year of that levy is next year, 2022.

Mayor Feldman asked for an explanation of what ‘the last year of the levy’ means. Mulvihill explained it is the last year that the City is levying for that cost. The rest of the amount will be paid through the water and sewer portion of that bond so there does not need to be a general fund levy for that bond.

Robinson stated for the public record, in 2019 the levy was increased 9.39%. In 2020, it was only increased 5.47%. He explained the Council is preparing for the future, noting the City has been idle while the economy was adequate to meet the City’s needs. But now the City is going to grow, there may be expansions to the Fire Station and City Hall because it is a necessity, not a want or whim, so money is being put away for the future. He commented on recent growth and construction of new homes, noting the City needs to recognize and take advantage of that growth, and it requires different facilities to meet those growing needs. Robinson stated he supports this resolution, but it is not taken lightly and the Council will be watching this closely and prudent with the money received.

Muehlbauer agreed with Robinson about preparing for the future and noted when he ran for office, he felt the City hadn’t properly prepared for wastewater and he wants to avoid that with other buildings. That is part of being prepared and putting aside money so taxpayers are not hit hard.

Udvig stated she had nothing further to add.

Mayor Feldman stated the difference between past administrations and this administration is that we prepare ahead of time and, as Muehlbauer said, without burdening the public. He compared saving for City projects with a household that saves for a product or car, not buying until they can afford to do so. He stated the Council is not considering projects beyond the City's pocketbook because the City now has more stable and strong budgetary management than ever before and dollars are being spent wisely. He noted this is shown in the City's strong AA bond rating today.

MOTION BY: MUELHBAUER SECOND: ROBINSON ADOPTING RESOLUTION 2021-49 ADJUSTING THE TAX LEVY FOR BONDED INDEBTEDNESS

Ayes: Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Absent: Bauer

Motion carried 4-0

B. Preliminary Approval of Proposed 2022 Tax Levy and Setting Budget Hearing Date – Resolution 2021-50

Finance Director Darcy Mulvihill introduced the resolution to set the overall levy and the dates for adoption. She stated the 2022 tax levy is proposed to increase to \$4,669,590 as opposed to the 2001 levy, which was \$4,234,590. She noted these dollars are broken down between general operating and the debt service levy. The general operating budget is broken down between \$260,000 to the capital equipment fund and \$470,000 to building improvements, which could fund a new Fire Station and City Hall that is being planned for. Mulvihill explained that \$300,000 goes to the Street Fund for street improvements. The remaining amount of \$3,271,000 goes into the General Fund for the general operations of the City with a remaining debt service of \$368,590. Mulvihill noted this is an increase of \$435,000 over the 2021 levy, or 10.2% but the tax rate is actually dropping slightly based on these figures. She explained that if the home value stays the same between the two years, the property owner will actually see a decrease in the City taxes portion of their property taxes. She stated the resolution also sets December 6, 2021 at 6 p.m. to have the final hearing.

Mayor Feldman mentioned for the public that that from 2015 to 2022, the tax rates actually decreased. In 2017 when he took over, it was 54.116%, in 2018 it was 53.996%, in 2019 it was 53.176%, in 2020 it was 50.543%, in 2021 it was 50.589%, and in 2022 it's proposed to be 50.490%, noting this is due to good management.

Mayor Feldman asked Ms. Mulvihill to clarify the building fund. Mulvihill explained in 2021, \$246,000 was put towards the building fund and in 2022, another \$224,000 will be added to come up with the total next year of \$470,000 going to the building fund.

Mayor Feldman offered an analogy that in 1994, the City of Cambridge built a wastewater plant and in 2015 it was upgraded. Cambridge planed for that upgrade over ten years, raising rates gradually so by 2015, the money was in place to pay the debt service. He noted that is good strong budgetary management, and St. Francis is preparing for a future Fire Station that it desperately needs, and will be able to do without burdening taxpayers. He commended Ms. Mulvihill, Mr. Kohlmann, and staff for their due diligence, strong budgetary management, and being prepared for future projects.

Udvig stated she had nothing to add after hearing the Mayor's comments.

Muehlhauser stated the Council understands the budgetary process but clarified for the public that while the City would receive more dollars, the tax rate will drop due to capturing new development, which has occurred for several years.

Mayor Feldman agreed, noting the City's population 2017 was just over 7,400 residents and now there are 8,142 residents, so growth is a big part of it.

Robinson stated \$300,000 is going to the street fund, noting that several years ago there was no street fund so the money had to come from somewhere. There were assessments then but now there is a street fund that the City has set aside. He stated there is \$470,000 for the building fund to address the Fire Station, which has mechanical needs and the City Hall, which has needed additional space for some time and now needs to be addressed.

Robinson stated \$260,000 for capital improvement is just the cost of doing business and to address rising costs. He noted the City is a business and residents are the customers so the City has to be prepared. He agreed the Council has have been very prudent with money and encouraged the public to look at their tax statements to see what percentages the schools and County get, noting the City is at the end with a lower amount of money. Robinson agreed the City is growing, things are happening, the Council is looking forward, and doing the right thing.

Mayor Feldman stated every city needs to spend money to provide the services the residents require and the key in spending that money is what kind of return on the dollar you get. He thinks the City has received a good return on the dollar and needs to stay on course.

MOTION BY: ROBINSON SECOND: MUEHLBAUER ADOPTING RESOLUTION 2021-50 PROVIDING PRELIMINARY APPROVAL OF A PROPOSED 2022 TAX LEVY AND SETTING BUDGET HEARING DATE

Ayes: Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Absent: Bauer

Motion carried 4-0

C. Schedule a Work Session

Community Development Director Kate Thunstrom asked the Council to schedule a Work Session to discuss the issue of land use and some projects. She proposed September 28, 2021, or October 12, 2021, noting staff may have more information on one of the projects by October 12, 2021.

Muehlbauer commented that he would like to participate through Zoom, if possible, but noted the time difference at his location is two hours behind. He stated he will get information from staff prior to the meeting date and plan ahead.

It was agreed to schedule a Work Session on Tuesday, October 12, 2021, at 5:30 p.m. at City Hall in the conference room.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Department Reports

1. Fire Monthly Report

Fire Chief Dave Schmidt provided a report for the month of August and stated he was happy to report response times are continuing to trend in the right direction, with a response time of 6 minutes and 48 seconds. They continue to utilize the advanced EMS enhanced and August was a busy month for the Fire Department with 78 runs, which is a steady increase. Staffing remains stable with 6.4 average fire fighters per call and the distribution between EMS and Fire has been consistent from month to month. They completed two fire inspections in the month of August, which is common for this time of year as they transition into fire prevention and outreach.

Mayor Feldman noted that the response times are lower and the EMS calls are up, which seems to be rare. Schmidt explained that sustained hot weather increases fire risks and impacts certain disease processes.

Mayor Feldman asked about the resident with a wooden stick fence. Schmidt stated he had checked in the spring and the resident was in the process of putting up a privacy fence and, from what he can see, the issue has been reconciled with a six-foot fence. Mayor Feldman asked that it be checked on again.

Robinson thanked Schmidt for the report and commended him on his work, for the training, and improvement in morale and attendance.

Udvig stated her appreciation and thanked Schmidt for his work.

Muehlbauer stated this is a good report and he will be interested to see the response times the next year or two once the bugs are worked out. He thanked Schmidt.

Mayor Feldman asked about Nowthen. Schmidt stated Nowthen is in the budgetary process and unanimously approved a \$600,000 expenditure. Nowthen is also engaged in the hiring process and hosting a small open house on Saturday from 1 to 3 p.m.

Mayor Feldman asked about the morale of the Nowthen firefighters. Schmidt stated it has been a tedious process for all but is going well. He noted they were frustrated and there had been concerns about how the process was going to work out but after 5 months, they are pleased, excited, and turnout has been fantastic. Schmidt stated there has been no shortage of high acuity events in Nowthen so they have been challenged the first five months as an independent organization and stepped up tremendously.

Mayor Feldman stated his belief that it stems from the leadership and commended Schmidt for his work there.

2. Public Works Monthly Report

Public Works Director Jason Windingstad reported that John Maki was hired and will be starting September 27, 2021. Mr. Maki, a Nowthen resident, interviewed well, and is excited to start. Windingstad stated they completed 20,000 feet of jetting and televising the sewer line district, have not yet received the reports to see how they are, but a lot of the sewer lines are plastic pipes so he does not anticipate any issues. If there are issues, they will be addressed them as they come. He reported the water tower had a biannual inspection and there are no issues, bio-solids processing is complete with just under 900,000 gallons of bio-solids that will be land applied. Windingstad announced the DNR water reduction plans to reduce 50% of the January pumping numbers through July. He explained that with the newsletter, word of mouth, and residents cooperating, the City hit 30% towards that 50%, which was not mandatory. He stated the three inches of rain in August plus rain in September has raised the numbers so he was pleased to see that the public took charge and did their part with the sprinkling irrigation reduction.

In response to Mayor Feldman's question, Windingstad explained the recent training was successful and staff will use that training to be proactive in locating water services. He noted the new employee will also be doing this, has been through orientation, and will start with water, go to the sewer side, and then locate curb stops that will be upload into the City's GIS. With that information, staff will be able to do a lot with things including correctly fixing curb stops.

Muehlbauer stated this is a good report and thanked Windingstad for his work.

Udvig agreed this is an excellent report, encouraged Windingstad to keep up the good work and keep his staff motivated. She hoped the weather would hold for them to complete fall clean up.

Robinson agreed this is a good report and thanked Windingstad for his enthusiasm, which adds to his crew.

B. Council Member Reports

Udvig stated she attended last week's Work Session. She commended staff on their work and for providing information so the Council can make decisions. She also welcomed the newest Charter Commission member, Nicole Conant who will fill a vacancy on the Charter Commission.

Muehlbauer stated he was happy to hear there is a new Charter Commission member as it is hard to get people involved. He noted he is still out of town so has not been able to do a lot. He thanked the staff for their work and accommodating his situation so he can attend meetings (via Zoom). He stated he is not sure how long he will be away and at tonight's meeting was able to hear members though it is a bit of a challenge.

Robinson stated he also attended the Work Session and it was great to see the public attend to state their case as it helps the Council to hear issues from those who are affected by their decisions. He is the liaison to the Planning and Zoning Commission and the meeting last week was very spirited and well attended with 15 or 16 speakers who brought forward good points. He reported he received a lot of positive comments when he left the building about the work of the City. Robinson stated he was disappointed that three Planning and Zoning Commissioners didn't attend the meeting or reach out to anyone and while there was enough for a quorum, they were still limited. He asked people who volunteer to step up and do it, attend the meetings, noting it is not an easy thing, but the City will help with training or whatever makes them more comfortable and knowledgeable. Robinson stated there needs to be a few more people who care about St. Francis and attend meetings. He stated there were 45+ people in attendance at the last Planning and Zoning Commission meeting and commented on the importance, if you are on the Planning and Zoning Commission, to show up at the meeting. Robinson stated he is happy to be part of the City Council, noting they work really hard.

Mayor Feldman addressed the quality of the Council meeting's audio and suggested talking to Metro Inet or to look at something else. Finance Director Mulvihill explained it has been working well with the exception of the microphones and using Zoom. Mayor Feldman encouraged staff to talk with Inet to assure the meeting volume is adequate without an echo. Muehlbauer stated his audio sounded good but the echo may be the result of a microphone being set too high.

Mayor Feldman updated the Council on the security windows and hope that it will be completed by September 28, 2021. He reported the door locks have been updated and monitoring may be changed to Electro Watchman. He noted there is a construction meeting on Wednesday, 1:00 p.m., for the Liquor Muni front parking lot. The back parking lot is being done now and inside construction is on pace. Mayor

Feldman suggested staff and the Council stop by to look at the Liquor Muni project, which is turning out nicely and will allow the City to make bulk purchases to be more competitive. Mayor Feldman commended staff for their work with the public and Council. He also thanked Public Safety, Fire, and Police for their work with the community.

Mayor Feldman asked when is the first Fire Station tour. Fire Chief Dave Schmidt stated it is scheduled for this Thursday, starting with Forest Lake, North Branch, and then Zimmerman. Mayor Feldman noted the more information they have, the better decisions they can make.

Mayor Feldman explained that the Liquor Muni project taught him about the way to vet RFP applicants for the Fire Station and architectural firm more thoroughly as they learn from their past mistakes. He thanked Schmidt and the rest of the staff for doing a good job, their patience in working with the public through growing pains, and resulting issues the city is experiencing. He noted the Muni Liquor expansion should have occurred in 1985 when the City Hall moved out.

C. Upcoming Events

October 4, 2021 – City Council Meeting – 6:00 p.m.

October 12, 2021 – City Council Work Session – 5:30 p.m.

October 18, 2021 – City Council Meeting – 6:00 p.m.

October 20, 2021 – Planning Commission Meeting – 7:00 p.m.

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:10 PM.

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2021 Street Reconditioning Project - Pay Estimate No. 1
DATE: October 4, 2021

OVERVIEW:

Attached is Pay Estimate No. 1 for the 2021 Street Reconditioning Project. This pay estimate includes payment for all of the work items completed to date. This estimate recommends payment of \$141,239.94. The contract amount is \$173,628.81. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 1 for the 2021 Street Reconditioning Project.

BUDGET IMPLICATION:

A portion of 241st Avenue, and all of Ute Street and 239th Avenue are on the City's Municipal State Aid system therefore the street improvements for these streets can be paid for with Municipal State Aid funds. The remaining portion of 241st Avenue and Tamarack Street will be paid from local street funds. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source		
	Municipal State Aid	Local Street	Total
Work Completed to Date	\$67,838.49	\$80,835.13	\$148,673.62
Less 5% Retainage	\$3,391.92	\$4,041.76	\$7,433.68
Recommended Payment	\$64,446.56	\$76,793.38	\$141,239.94

ATTACHMENTS:

- 2021 Street Reconditioning Project - Pay Estimate No. 1

Contractor's Application for Payment No.**1**

To (Owner): City of St. Francis	Application Period:	Application Date: September 28, 2021
Project: St. Francis 2021 Street Reconditioning Project	From (Contractor): North Valley, Inc.	Via (Engineer): Hakanson Anderson

Application For Payment
Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$	\$173,628.81
Number	Additions	Deductions	2. Net change by Change Orders.....	\$	\$0.00
			3. Current Contract Price (Line 1 ± 2).....	\$	\$173,628.81
			4. TOTAL COMPLETED AND STORED TO DATE	\$	\$148,673.62
			5. RETAINAGE:	\$	
			a. 5% X Work Completed.....	\$	\$7,433.68
			b. 0% X Stored Material.....	\$	\$0.00
			c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$7,433.68
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)....	\$	\$141,239.94
			7. LESS PREVIOUS PAYMENTS.....	\$	
			8. AMOUNT DUE THIS APPLICATION.....	\$	\$141,239.94
TOTALS					
	\$0.00	\$0.00			
NET CHANGE BY CHANGE ORDERS					
	\$0.00				

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

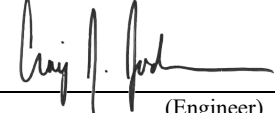
- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:	Date:
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ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantites shown.



 (Engineer)

09/29/21
 Date:

OWNER: CITY OF ST. FRANCIS

 (Owner)

Date:

PAY ESTIMATE #1
City of St. Francis
St. Francis 2021 Street Reconditioning Project

Base Bid - St. Francis 2021 Street Reconditioning Project - 241st Avenue NW (S.A.P 235-128-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	SHOULDER BASE AGGREGATE CLASS 2	45	TON	\$ 45.12	\$ 2,030.40	45	\$ 2,030.40
2	MILL BITUMINOUS SURFACE	104	SQ YD	\$ 10.93	\$ 1,136.72	165	\$ 1,803.45
3	BITUMINOUS MATERIAL FOR TACK COAT	250	GALLON	\$ 3.06	\$ 765.00	162.5	\$ 497.25
4	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.5" THICK	90	SQ YD	\$ 12.73	\$ 1,145.70		\$ -
5	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	12	TON	\$ 101.70	\$ 1,220.40	8.25	\$ 839.03
6	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	280	TON	\$ 58.67	\$ 16,427.60	280	\$ 16,427.60
7	LOAM TOPSOIL BORROW, LV	10	CU YD	\$ 44.64	\$ 446.40		\$ -
8	SITE RESTORATION	60	SQ YD	\$ 4.28	\$ 256.80		\$ -

Total Base Bid - 241st Avenue NW (S.A.P 235-128-001)
\$21,597.73
Base Bid - St. Francis 2021 Street Reconditioning Project - Ute Street NW (S.A.P. 235-129-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
9	SHOULDER BASE AGGREGATE CLASS 2	40	TON	\$ 45.12	\$ 1,804.80	40	\$ 1,804.80
10	MILL BITUMINOUS SURFACE	37	SQ YD	\$ 10.93	\$ 404.41	78	\$ 852.54
11	BITUMINOUS MATERIAL FOR TACK COAT	230	GALLON	\$ 3.06	\$ 703.80	162.5	\$ 497.25
12	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.5" THICK	110	SQ YD	\$ 12.73	\$ 1,400.30	10	\$ 127.30
13	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	11	TON	\$ 101.70	\$ 1,118.70	12	\$ 1,220.40
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	255	TON	\$ 58.67	\$ 14,960.85	255	\$ 14,960.85
15	LOAM TOPSOIL BORROW, LV	10	CU YD	\$ 44.64	\$ 446.40		\$ -
16	SITE RESTORATION	40	SQ YD	\$ 4.28	\$ 171.20		\$ -

Total Base Bid - Ute Street NW
\$19,463.14

PAY ESTIMATE #1
City of St. Francis
St. Francis 2021 Street Reconditioning Project

Base Bid - St. Francis 2021 Street Reconditioning Project - 239th Avenue NW (S.A.P. 235-129-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
17	SAWING BITUMINOUS PAVEMENT	113	LIN FT	\$ 2.41	\$ 272.33	92	\$ 221.72
18	REMOVE BITUMINOUS PAVEMENT	176	SQ YD	\$ 5.39	\$ 948.64	177	\$ 954.03
19	COMMON EXCAVATION	90	CU YD	\$ 26.17	\$ 2,355.30	90	\$ 2,355.30
20	SHOULDER BASE AGGREGATE CLASS 2	34	TON	\$ 45.12	\$ 1,534.08	34	\$ 1,534.08
21	MILL BITUMINOUS SURFACE	50	SQ YD	\$ 10.93	\$ 546.50	150	\$ 1,639.50
22	BITUMINOUS MATERIAL FOR TACK COAT	195	GALLON	\$ 3.06	\$ 596.70	162.5	\$ 497.25
23	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.5" THICK	100	SQ YD	\$ 12.73	\$ 1,273.00	10	\$ 127.30
24	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	176	SQ YD	\$ 16.07	\$ 2,828.32	177	\$ 2,844.39
25	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	9	TON	\$ 101.70	\$ 915.30	13.25	\$ 1,347.53
26	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	215	TON	\$ 58.67	\$ 12,614.05	215	\$ 12,614.05
27	LOAM TOPSOIL BORROW, LV	10	CU YD	\$ 44.64	\$ 446.40		\$ -
28	SITE RESTORATION	165	SQ YD	\$ 4.28	\$ 706.20		\$ -

Total Base Bid - 239th Avenue NW
\$24,135.15
Base Bid - St. Francis 2021 Street Reconditioning Project - 241st Avenue NW (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
29	SHOULDER BASE AGGREGATE CLASS 2	70	TON	\$ 45.12	\$ 3,158.40	70	\$ 3,158.40
30	MILL BITUMINOUS SURFACE	147	SQ YD	\$ 10.93	\$ 1,606.71	185	\$ 2,022.05
31	BITUMINOUS MATERIAL FOR TACK COAT	400	GALLON	\$ 3.06	\$ 1,224.00	162.5	\$ 497.25
32	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.5" THICK	170	SQ YD	\$ 12.73	\$ 2,164.10	10	\$ 127.30
33	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	9	SQ YD	\$ 16.07	\$ 144.63		\$ -
34	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	20	TON	\$ 101.70	\$ 2,034.00	19.25	\$ 1,957.73
35	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	445	TON	\$ 58.67	\$ 26,108.15	279	\$ 16,368.93
36	LOAM TOPSOIL BORROW, LV	20	CU YD	\$ 44.64	\$ 892.80		\$ -
37	SITE RESTORATION	50	SQ YD	\$ 4.28	\$ 214.00		\$ -

Total Base Bid - 241st Avenue NW (Local Funding)
\$24,131.66

PAY ESTIMATE #1
City of St. Francis
St. Francis 2021 Street Reconditioning Project

Base Bid - St. Francis 2021 Street Reconditioning Project - Tamarack Street NW (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
38	COMMON EXCAVATION	31	CU YD	\$ 26.17	\$ 811.27	31	\$ 811.27
39	COMMON BORROW, LV	77	CU YD	\$ 36.00	\$ 2,772.00	56	\$ 2,016.00
40	AGGREGATE BASE CLASS 5	30	TON	\$ 40.02	\$ 1,200.60	38	\$ 1,520.76
41	SHOULDER BASE AGGREGATE CLASS 2	80	TON	\$ 45.12	\$ 3,609.60	94	\$ 4,241.28
42	MILL BITUMINOUS SURFACE	72	SQ YD	\$ 10.93	\$ 786.96	172	\$ 1,879.96
43	BITUMINOUS MATERIAL FOR TACK COAT	608	GALLON	\$ 3.06	\$ 1,860.48	410	\$ 1,254.60
44	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.5" THICK	55	SQ YD	\$ 12.73	\$ 700.15	46	\$ 585.58
45	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	35	SQ YD	\$ 16.07	\$ 562.45		\$ -
46	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	30	TON	\$ 101.70	\$ 3,051.00	54	\$ 5,491.80
47	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	680	TON	\$ 58.67	\$ 39,895.60	609.4	\$ 35,753.50
48	LOAM TOPSOIL BORROW, LV	70	CU YD	\$ 44.64	\$ 3,124.80		\$ -
49	SITE RESTORATION	570	SQ YD	\$ 4.28	\$ 2,439.60		\$ -

Total Bid - Tamarack Street NW
\$53,554.75
Miscellaneous Construction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
50	MOBILIZATION	1	LUMP SUM	\$ 3,753.56	\$ 3,753.56	1	\$ 3,753.56
51	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$ 536.22	\$ 536.22	1	\$ 536.22
52	TRAFFIC CONTROL	1	LUMP SUM	\$ 1,501.43	\$ 1,501.43	1	\$ 1,501.43

Total Miscellaneous Construction
\$5,791.21

PAY ESTIMATE #1
City of St. Francis
St. Francis 2021 Street Reconditioning Project

Agenda Item # 4B.

Total Base Bid - St. Francis 2021 Street Reconditioning Project - 241st Avenue NW (S.A.P 235-128-001)	\$21,597.73
Total Base Bid - St. Francis 2021 Street Reconditioning Project - Ute Street NW (S.A.P. 235-129-001)	\$19,463.14
Total Base Bid - St. Francis 2021 Street Reconditioning Project - 239th Avenue NW (S.A.P. 235-129-001)	\$24,135.15
Total Base Bid - St. Francis 2021 Street Reconditioning Project - 241st Avenue NW (Local Funding)	\$24,131.66
Total Base Bid - St. Francis 2021 Street Reconditioning Project - Tamarack Street NW (Local Funding)	\$53,554.75
Total Miscellaneous Construction	\$5,791.21
TOTAL BASE BID	\$148,673.62

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: **Surplus Vehicle – Resolution 2021-51**
DATE: October 4th, 2021

OVERVIEW:

The Police Department has three seized vehicles that have gone through the forfeiture process and are now the property of the City of St. Francis. Vehicles are a 2005 Ford Taurus bearing VIN # 1FAFP53235A294176, a 1996 Ford F-150 bearing VIN # 1FTEF15Y6TLA48128, and a 1997 Ford F-150 bearing VIN #1FTDX18WXVKC85264. The Police Department will utilize the online bidding service of Municibid to sell and dispose of the vehicles. St Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve Resolution 2021-51 declaring the listed seized/forfeited vehicles as surplus property to be disposed of under the guidelines of the St Francis city code.

BUDGET IMPLICATION:

Work performed in the preparation and selling of surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the police department forfeiture fund.

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

RESOLUTION 2021-51

A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled “Disposal of Excess Property” outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

<u>Surplus Property: (Forfeiture Vehicles)</u>	<u>Estimated Value</u>
1) 2005 Ford Taurus VIN # 1FAFP53235A294176	Highest bidder on Auction/Ebid
2) 1996 Ford F150 VIN # 1FTEF15Y6TLA48128	Highest bidder on Auction/Ebid
3) 1997 Ford F150 VIN # 1FTDX18WXVKC85264	Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4th DAY OF OCTOBER, 2021.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: **Rivers Edge 5th Addition Financial Security Reduction**
DATE: October 4, 2021

OVERVIEW:

The City has previously approved the Rivers Edge 5th Addition development and it is currently under construction. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work.

The Development Agreement also allows the Developer to apply to the City Council for a reduction of the financial security from time to time based on work completed.

In accordance with the Development Agreement, the Developer has requested a reduction in the financial security based on work completed to date. We have reviewed the project status and recommend that the financial security may be reduced at this time.

ACTION TO BE CONSIDERED:

City Council approval of the financial security reduction to \$300,000 based on work completed to date.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Rivers Edge 5th Addition Financial Security Reduction Recommendation Letter

September 24, 2021

Joe Kohlmann, City Administrator
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: Rivers Edge 5th Addition
Financial Security Reduction

Dear Mr. Kohlmann:

We have reviewed the status of the Rivers Edge 5th Addition project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

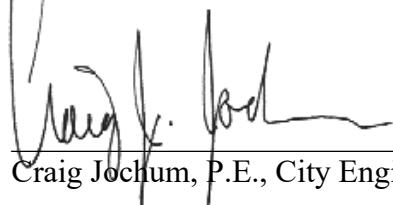
1. The grading has been substantially completed. However, additional turf establishment and erosion control measures are needed and as-built plans are needed to verify that grading has been completed correctly.
2. The sanitary sewer has been constructed and is substantially complete. Testing remains to be completed.
3. The watermain has been installed and is substantially complete. Testing remains to be completed.
4. The storm sewer is substantially completed.
5. The streets are constructed and the first lift of bituminous has been constructed. The construction of the bituminous wear course remains to be completed.
6. The sidewalks remain to be completed.
7. The bituminous trail remains to be completed.
8. We have not received the as-built utility plans or grading plans.
9. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is \$240,000. We therefore recommend that the Financial Security may be reduced to \$300,000 at this time, which is 125% of the estimated cost of the remaining improvements.

Mr. Joe Kohlmann, City Administrator
September 24, 2021
Page 2

If you have any questions please call me at 763-427-5860.

Sincerely,
Hakanson Anderson



Craig Jochum, P.E., City Engineer

cc: Darcy Mulvihill, Finance Director
Kate Thunstrom, Community Development Director
Jason Windingstad, Public Works Director
Shane Nelson, P.E., Assistant City Engineer
Dale Willenbring, Developer
Marty Campion, Developer's Engineer

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Approve the Purchase of Portable Radios**
DATE: 10-4-2021

OVERVIEW:

The fire department is scheduled to replace a number of our portable radios. Funding has been addressed through the Capital Plan with an ongoing replacement cycle for our cache radios. The current balance of the Capital Fund for radio replacement is \$34,430.00. We have received a quote for the purchase of 5 portable radios from Ancom,(quote attached) who is the state contract approved vendor in the amount of \$18,955.00 which is within budget parameters.

Action to be considered:

Motion to approve the fire department to purchase new portable radios utilizing money from the Capital Plan in the amount of \$18,955.00

Attachments:

- Ancom Quote

DATE: 9/17/2021

CUSTOMER: Mr. Cory DeMuth/Ms. Kelli Rogers
Anoka County
St. Francis FD

Sales: Dean R. Daninger

Phone: 763.755.3377

Email: dean.daninger@ancom.org

CONTACT: Mr. Cory DeMuth/Ms. Kelli Rogers
PHONE: (763) 324-4756/(763) 324-4766

2017 MN State Contract Pricing 119587

Quantity	Description			List	Discount	Contract	Extended
Motorola APX6000 Digital Portable Radio							
5	H98UCF9PW6BN	APX6000 700/800 Portable radio		\$ 2,938.00	25%	\$ 1,853.50	\$ 9,267.50
5	QA05570AA	PMNN4486	ADD: LIION IMPRES II 3400 MAH IP68	\$ 100.00	25%	\$ 75.00	\$ 375.00
5	H122	NAR6595A	ADD: 1/4 Wave 7/800 GPS Stubby Antenna	\$ 24.00	25%	\$ 18.00	\$ 90.00
5	Q58	ENH: 3 YEAR ESSENTIAL SERVICES		\$ 121.00	0%	\$ 121.00	\$ 605.00
5	Q806	ADD: Astro Digital Operation		\$ 515.00	25%	\$ 386.25	\$ 1,931.25
5	H38	ADD: Smartzone Operation		\$ 1,200.00	25%	\$ 900.00	\$ 4,500.00
5	Q361	ADD: P25 9600 Baud Trunking		\$ 300.00	25%	\$ 225.00	\$ 1,125.00
Accessories							
5	PMMN4069	IMPRES Remote Speaker Microphone		\$ 133.00	25%	\$ 99.75	\$ 498.75
5	NNTN8860	APX IMPRES II Single Unit Charger		\$ 150.00	25%	\$ 112.50	\$ 562.50
Options							
0	PMNN4486	ADD: LIION IMPRES II 3400 MAH IP68		\$ 142.00	25%	\$ 106.50	\$ -
0	NNTN7624	IMPRES VEHICULAR CHARGER		\$ 471.00	25%	\$ 292.50	\$ -
0	NNTN8844	Generation II Multi Unit Charger		\$ 1,250.00	25%	\$ 937.50	\$ -

Total

\$ 18,955.00

Purchase order is made out to: Motorola Solutions
13104 Collections Ctr Drive
Chicago, IL 60693

Please include on the purchase order: Payment per State contract.
State Bid Contract Number: 119587 Net 30 days

Email copy of Purchase order to: dean.daninger@ancom.org

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: **High Service Pump #1 Rehab and Replacement**
DATE: 10-4-2021

OVERVIEW:

It is recommended that every 7-10 years, well and pumps should be removed from service for inspection and maintenance to prevent absolute failure. This year, High service pump 1 at our Water Treatment Facility is scheduled to be removed for servicing. This work is the same that happened last year with High service pumps two and three. This work will include the pulling of the high service pumps to repair or replace shafts, drop pipe, couplers and check valves. This work will include rehabbing the motor, inspecting the windings, gears and bearings. We received two quotes for this project,

ACTION TO BE CONSIDERED:

Council approval to accept the low quote from E.H Renner in the amount of \$ 14,880.00

BUDGET IMPLICATION:

None. This is a budgeted item and is in Plan-it software.

Attachments:

- Quote from E.H Renner
- Quote from Traut wells

E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS

15688 Jarvis Street NW * Elk River, Minnesota 55330

Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

September 16, 2021

City of St. Francis

Parish Barten

23340 Cree Street NW

St. Francis, MN 55070

Subject: Estimate to pull and rehab pump and motor

Re: Estimate for HS Pump 1

	Quote			
<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Price</u>	<u>Extension</u>
<u>Labor to Pull Pump & Motor</u>				
Operator	6 Hrs.	\$	150.00	\$ 900.00
Helper	6 Hrs.	\$	125.00	\$ 750.00
Pump Rig use the over head crane in building	0 Hrs.	\$	150.00	\$ -
Flat Bed	1 Day	\$	250.00	\$ 250.00
<u>Materials</u>				
Column 10" x 5' Sch .375	4 FT	\$	580.00	\$ 2,320.00
Shafting size 1.5 x 5' T&C	4 FT	\$	360.00	\$ 1,440.00
Packing Box and Packing	1 Ea.	\$	250.00	\$ 250.00
Sandblast and Paint the Discharge Head	1 L.S	\$	300.00	\$ 300.00
Rubber Bearings	2 Ea.	\$	35.00	\$ 70.00
Rehab motor	1 Ea.	\$	2,800.00	\$ 2,800.00
Rehab pump	1 Ea.	\$	3,600.00	\$ 3,600.00
Misc. (insul-taps, chlorine, rags, packing, turbine oil	1 Ea.	\$	300.00	\$ 300.00
<u>Labor to Install Pump & Motor</u>				
Operator	6 Hrs.	\$	150.00	\$ 900.00
Helper	6 Hrs.	\$	125.00	\$ 750.00
Pump Rig	0 Hrs.	\$	150.00	\$ -
Flat Bed	1 Day	\$	250.00	\$ 250.00
Total			\$	14,880.00

Due to the fluctuation in cost this quote is good for 90 Days

Invoices will be based on actual amount required and approved.

If you need additional information or have questions, I can be contacted at my office 763-427-6100 or on my cell phone at 763-286-5283

Sincerely

Katie Renner Welle

Project Manager

E.H. Renner & Sons, Inc.

Capital Improvement Plan
City of St. Francis, Minnesota

2021 thru 2025

Department Water Fund
Contact Public Works Director
Type Maintenance
Useful Life
Category Water Treatment

Project #	WATER-007
Project Name	Water Treatment Facility

Total Project Cost: \$191,500

Description
2020 - Rehab HSP #2 and #3 - \$40,000.
2021 - Rehab HSP #1 - \$20,000. <i>14890</i>
2021 - Rehab Chemical feed systems and rooms - \$15,500.
2024 - Replace Security Cameras - \$7,000.
2028 - Replace all roof sections - \$89,000.
2028 - Rehab backwash pump - \$20,000.

Justification
Public Water Supply High Service Pump (HSP) maintenance recommends pulling the pumps every 7-10 years to fully inspect all equipment. Replacement of worn parts may include, drop piping, shaft, spider couplers, pump volutes, check valves, pump screens and impellers. Rebuilding of pumps and electrical motors may occur also.
Chemical feed equipment and rooms are exposed to extremely harsh conditions. This equipment needs to be rebuilt or replaced depending on conditions. Refurbishing these areas may include; rebuilding or replacement of chemical pumping systems, replacement of corroded doors and hardware, replacement of heating and cooling units, replacement of lighting, painting and sealing floors and walls.
Protecting and securing the public water supply is of the highest priority. Making sure security cameras provide the clearest picture and are compatible with the latest software helps to ensure against threats to the community water supply.
EPDM Ballasted roof is anticipated to be at the end of useful life, no longer protecting the building. Replace with fully adhered 60 mil EPDM roofing system. Based on annual inspection reports.
Backwash Pump maintenance recommends pulling the pumps every 7-10 years to fully inspect all equipment. Replacement of worn parts may include, drop piping, shaft, spider couplers, pump volutes, check valves, pump screens and impellers. Rebuilding of pumps and electrical motors may occur also.

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings	35,500			7,000		42,500
Total	35,500			7,000		42,500

Funding Sources	2021	2022	2023	2024	2025	Total
Water Fund	35,500			7,000		42,500
Total	35,500			7,000		42,500



PO Box 547
Waite Park, MN 56387
320-251-5090
joet@trautcompanies.com

Quote - St Francis - HSP 3

DATE:	9/24/2021	PHONE #	763-235-2305
NAME:	City of St. Francis	FAX #	
ADDRESS:	4058 St. Francis Blvd		
	St. Francis MN 55070		
ATTN:	Parish Barton	JOB #	30-0000

	Description	Unit	Unit Price	Quantity	Totals
LABOR	Pump Repair				
	Mobilization & Demobilization	LS	\$ 750.00	1	\$ 750.00
	Pull Pump	HR	\$ 255.00	4	\$ 1,020.00
	Clean & Disassemble Pump	HR	\$ 105.00	6	\$ 630.00
	Remobilize & Demobilize	HR	\$ 750.00	1	\$ 750.00
	Reinstall Pump & Hook to System	HR	\$ 255.00	4	\$ 1,020.00
MATERIALS	Recondition 100hp VHS US motor (rewind not included)	EACH	\$ 2,750.00	1	\$ 2,750.00
	Pump Rebuild 12HC - 3 stage	EACH	\$ 3,500.00	1	\$ 3,500.00
	New 1 1/2" SS Head Shaft	EACH	\$ 775.00	1	\$ 775.00
	New 1 1/2" SS Head Shaft (lower head shaft)	EACH	\$ 550.00	1	\$ 550.00
	Packing Box Rebuild 1 1/2"	EACH	\$ 275.00	1	\$ 275.00
	10" x 9 3/4" Flg Column pipe (at discharge head)	EACH	\$ 1,850.00	1	\$ 1,850.00
	10" x 5' Flg Column pipe	EACH	\$ 3,250.00	4	\$ 13,000.00
	10" x 5' Flg Column pipe (at pump)	EACH	\$ 3,375.00	1	\$ 3,375.00
	1 1/2" x5' SS shaft	EACH	\$ 575.00	5	\$ 2,875.00
	Rubber spider inserts	EACH	\$ 50.00	5	\$ 250.00
	1 1/2" SS shaft sleeves	EACH	\$ 125.00	5	\$ 625.00
	10" spider W/insert	EACH	\$ 275.00	5	\$ 1,375.00
	Misc supplies	LS	\$ 450.00	1	\$ 450.00
TOTAL MATERIALS					\$31,650.00
TOTAL LABOR					\$ 4,170.00
INCOMING FREIGHT est.					\$ 950.00
TOTAL					\$36,770.00

Option: Column pipe Epoxy coated Int. x Ext.: \$2500.00

Signature:

Traut Companies *Joe Traut*
Representative

Date: 9/24/2021

TO: City Administrator, Joe Kohlmann
FROM: Public Works Director; Jason Windingstad
SUBJECT: Ice Rink Management Agreement
DATE: 10-4-2021

INTRODUCTION:

Based on last year's successful ice-skating season, we would like to again partner with the St Francis Home Run Club manage our ice-skating facilities. Our goals continue to be: 1. Follow Council direction to stay within our operation and maintenance budget for our parks. 2. Continue to manage overtime while maintaining the highest quality standard for snow and ice removal on our City streets.

BACKGROUND:

Last year, we had a successful 51-day season. This season we again have The St Francis Home Run Club, an Insured Local Non-Profit Charitable Organization that would like to manage the warming house, provide rink attendants, care for the rinks/facility, provide snow removal for the facility for a fee and provide snack vending with a small portion of the proceeds coming back to the City to cover any additional cost we may incur. Our Public Works Team will work with the organization to flood and maintain the ice. We are proposing a 51-day season (closed Christmas Day). This will run from 12-17-2021 thru 2-6-2022, weather permitting. The time selected for this season will allow ice making to happen during what should be the "optimum weather period", thus further reducing the amount of man hours it will take to make and maintain the ice. Of course, only if the weather permits.

RECOMMENDATION:

A motion to authorize the Mayor to sign Management Agreement entering the City into a contract with The St Francis Home Run Club to manage the outdoor Ice-Skating Facility.

BUDGET IMPACT:

The payment the Home Run Club would receive is approximately \$7,373.58 weather permitting. This is based on a 51-day season (12-17-2021 thru 02-06-2022). This is a budgeted item and would be paid out of our Parks operation and maintenance budget.

Attachments:

- Home Run Club Management Agreement 2021-2022

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT is made and entered into this 4th day of October, 2021, by and between the City of St. Francis, a Minnesota municipal corporation (the "City"), and St Francis Homerun Club, a Minnesota Nonprofit 501 C3 Charitable Organization (the "Contractor").

WHEREAS, Contractor is in the business of providing management services at recreational facilities including ice arenas and outdoor skating rinks; and

WHEREAS, the City desires to retain the services of Contractor to manage its outdoor skating rinks.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. MANAGEMENT SERVICES. The City hereby retains Contractor to provide management services at the City's outdoor skating rinks. In connection with the foregoing, Contractor shall be responsible for the following:

- (A) Contractor shall provide all operational staff and shall be exclusively responsible for the management of such personnel and the payment of all wages and withholdings in connection therewith. Contractor shall provide site-specific training to all staff members with a focus on providing excellent customer service.
- (B) Contractor shall maintain all ice surfaces and keep the same free from snow and debris.
- (C) Contractor shall keep all walkways free from ice and snow.
- (D) Contractor shall clean and maintain the interior of the warming house and provide all supplies in connection therewith. Contractor's duties shall include, without limitation, vacuuming, cleaning bathrooms, cleaning windows, restocking toilet paper, hand soap, and hand towels, and providing basic first aid supplies.
- (E) Contractor shall keep all outdoor areas free from trash and debris.
- (F) Contractor shall ensure that all City ordinances, rules, and regulations are followed and enforced.
- (G) Contractor shall ensure that the ice rinks are used only by members of the public and for no private purpose or event without the City's prior written consent.
- (H) Contractor shall immediately notify the City in the event repairs are required to any building, equipment, or area.

- (I) Contractor shall secure all buildings and equipment when not in use and will be liable for any damages, thefts or other costs resulting from the failure to properly secure any building or equipment.
- (J) Contractor shall manage and take full responsibility for all concession activities, including obtaining all necessary licenses and permits and providing all concession merchandise and supplies. On a monthly basis, Contractor shall provide the City with a written report showing concession revenues, product costs, and the gross margin for each month. Along with such report, Contractor shall pay the City an amount equal to ten percent (10%) of the gross margin shown on such report. Contractor shall be entitled to retain the balance of concession proceeds, which amounts shall be in addition to the Management Fee paid hereunder.
- (K) Contractor shall ensure that any costs incurred in connection with the maintenance or operation of the ice rinks, above and beyond the Management Fee, are within budgeted amounts or otherwise approved in advance by the City.

2. CITY RESPONSIBILITIES. Notwithstanding any language in this Agreement to the Contrary, the City shall be responsible for the following:

- (A) The City shall perform all building and grounds repairs.
- (B) The City shall plow all parking areas.
- (C) The City shall provide basic utilities, including water, sewer, garbage, and local phone service (no long distance).
- (D) The City shall provide one (1) handicapped-accessible toilet (mini-biff) and shall be responsible for cleaning and maintaining the same.
- (E) The City's Public Works Department shall work with the Contractor to make ice for the purpose of skating as weather and time permits. The Contractor must have all snow and debris removed from the ice surface before City Staff will attempt to make ice.

3. MANAGEMENT FEE.

- (A) For all services provided pursuant to this Agreement, the City shall pay Contractor the sum of One Hundred Forty Four and 58/100 Dollars (\$144.58) per day of open operation (the "Management Fee").
- (B) Contractor acknowledges and agrees that the Management Fee shall constitute Contractor's entire compensation hereunder. All expenses of every kind incurred by Contractor in its performance under this Agreement shall be the sole responsibility of and be promptly paid by Contractor.

- (C) All keys, property, and equipment must be returned by Contractor and a final inspection/inventory of the property must be performed by the City prior to the payment of the final installment of the Management Fee.

4. TERM. The term of this Agreement will be for the duration of the 2021-2022 ice skating season, which is anticipated to run approximately 51 days from December 17th, 2021, through February 6th, 2022, weather permitting (closed Christmas Day). Notwithstanding the foregoing, this Agreement may be terminated at any time:

- (A) Upon the mutual written agreement of the parties;
- (B) By the City in the event the Contractor fails to fully and satisfactorily perform in accordance with the terms and conditions of this Agreement; provided, the City must provide Contractor with written notice and ten (10) days to correct the failure prior to termination.
- (C) By the City, immediately and without prior notice, in the event Contractor (i) files bankruptcy or becomes insolvent, (ii) sells all or substantially all of its assets, or (iii) dissolves or files a notice of intent to dissolve.

5. CONTRACTOR'S REPRESENTATIONS. In order to induce the City to enter into this Agreement, Contractor makes the following representations to the City:

- (A) The Contractor has visited the City's outdoor ice skating rinks and has had the opportunity to become familiar with and is satisfied as to the conditions that may affect its ability to perform under this Agreement.
- (B) The Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect its ability to perform under this Agreement.

6. INDEPENDENT CONTRACTOR STATUS. Contractor shall perform under this Agreement as an independent contractor and nothing contained herein is intended or shall be construed to make or constitute Contractor as the agent, employee, partner, joint venturer, or representative of the City, but rather Contractor shall act and perform hereunder according to its own means and methods, which means and methods shall at all times be under its exclusive charge and control.

7. INSURANCE. During the term of this Agreement, Contractor will maintain the following insurance: (1) commercial general liability insurance with coverage in the minimum coverage amount of \$1,500,000 per occurrence and \$2,000,000 annual aggregate that shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability; and (2) workers compensation insurance; and 3) if the Contractor utilizes an automobile to perform the duties under this agreement, automobile insurance with liability limit of \$1,000,000 combined single limit. All policies of insurance shall name the City as an additional insured and shall require the insurance provider to provide the City with written notice at least thirty (30) days prior to any reduction or termination of such insurance coverage. Upon the execution of this Agreement, and any time thereafter upon

demand of the City, Contractor shall provide a certificate of insurance showing the required coverage.

8. INDEMNIFICATION. To the fullest extent permitted by the law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor indemnification obligations shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligations shall survive the completion or termination of this Agreement.

9. REMEDIES. In the event of the breach of this Agreement by Contractor, the City shall be entitled to seek all remedies available at law, in equity, or otherwise. Contractor shall pay the City's costs and expenses, including reasonable attorneys' fees, incurred by the City in order to enforce this Agreement. Contractor expressly agrees that any remedies available to the City are cumulative and in no way exclusive. The seeking or exercising by the City of a particular remedy does not constitute a waiver or relinquishment by the City of its right to seek or exercise any other remedy available to it at law, in equity, or otherwise.

10. MISCELLANEOUS.

- (A) Governing Law. This Agreement has been executed in the State of Minnesota and shall be governed by the laws of said state, without regard to the conflict of laws rules thereof.
- (B) Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. There are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein.
- (C) Amendment. No amendment or modification of this Agreement shall be deemed effective unless made in writing and signed by both parties.
- (D) Waiver. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.
- (E) Assignment. Except as otherwise provided for herein, no party may assign this Agreement without the consent of the other party. All of the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective transferees, successors and permitted assigns.
- (F) Severability. In the event any provision of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, such provision will be deemed stricken. The remaining provisions of this Agreement will continue to be valid

and binding and the Agreement will be reformed to replace the stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- (G) Captions and Headings. The captions and paragraph headings used in this Agreement are for convenience of reference only, and shall not affect the construction or interpretation of this Agreement or any of the provisions thereof.
- (H) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have executed this Agreement as of the date first above written.

CITY:

CITY OF ST. FRANCIS

By: _____
Its: _____

CONTRACTOR:

ST FRANCIS HOMERUN CLUB

By: J. J. Smith
Its: Varsity Baseball Coach

514843_1

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: **Well # 1 Rehabilitation**
DATE: 10-4-2021

OVERVIEW:

As part of our asset management plan, Well # 1 is scheduled to be removed this year for service. Fall or winter is the best time of year to do this work because of low water demands. Work will entail the complete removal of the well from service. After it is removed, it will go through a complete inspection for wear and any irregularities. This work will include Rehab or replacement of the pump, drop pipe, spider gear, bearings, motor and shaft. AWWA, pump manufacturers and other professional organizations recommend this type of work be done every ten years to catch premature wear and to prevent failure. Well #1 has been in service for forty-years and had this maintenance completed in 2010. We have received two quotes for this work.

ACTION TO BE CONSIDERED:

Council approval of the low quote to E.H Renner in the amount of \$ 30,519.00

BUDGET IMPLICATION:

None. This work is a budgeted item in CIP.

Attachments:

- Quote from E.H Renner
- 2 Quote from Traut wells



PO Box 547
Waite Park, MN 56387
320-251-5090
joet@trautcompanies.com

Quote - St Francis - Well 1 - Pull pump, Repair / Replace, & Reinstall

DATE: 9/24/2021
NAME: City of St. Francis
ADDRESS: 4058 St. Francis Blvd
St. Francis MN 55070
ATTN: Parish Barton

PHONE # 763-235-2305
FAX #
JOB # 30-0000

LABOR Description Pump Repair
Mobilization & Demobilization
Pull Pump
Clean & Disassemble Pump
Remobilize & Demobilze
Reinstall Pump & Hook to System

MATERIALS Recondition 50hp VHS US motor (rewind not included)
Pump Rebuild 10H75- 5 stage
New 1 1/4" SS Head Shaft
Packing Box Rebuild 1 1/4"
8" x 9'-11 1/4" T&C Column pipe
8" x 4'-11 1/4" T&C Column pipe
8" x 4'-11 1/4" TBE Column pipe
8" x 10' Tail pipe
1 1/4" x10' T&C SS shaft
1 1/4" x 5' T&C SS shaft
Rubber spider inserts
1 1/4" SS shaft sleeves
8" spider W/insert
Misc supplies

Unit	Unit Price	Quantity	Totals
LS	\$ 1,250.00	1	\$ 1,250.00
HR	\$ 255.00	6	\$ 1,530.00
HR	\$ 105.00	6	\$ 630.00
HR	\$ 1,250.00	1	\$ 1,250.00
HR	\$ 255.00	6	\$ 1,530.00
EACH	\$ 2,500.00	1	\$ 2,500.00
EACH	\$ 3,900.00	1	\$ 3,900.00
EACH	\$ 775.00	1	\$ 775.00
EACH	\$ 275.00	1	\$ 275.00
EACH	\$ 875.00	10	\$ 8,750.00
EACH	\$ 600.00	1	\$ 600.00
EACH	\$ 500.00	1	\$ 500.00
EACH	\$ 850.00	1	\$ 850.00
EACH	\$ 425.00	10	\$ 4,250.00
EACH	\$ 275.00	2	\$ 550.00
EACH	\$ 50.00	11	\$ 550.00
EACH	\$ 125.00	11	\$ 1,375.00
EACH	\$ 200.00	11	\$ 2,200.00
LS	\$ 750.00	1	\$ 750.00

TOTAL MATERIALS	\$27,825.00
TOTAL LABOR	\$ 6,190.00
INCOMING FREIGHT est.	\$ 1,550.00
TOTAL	\$35,565.00

Option: New 11CMC-3 stage Goulds pump: \$7,050.00

Signature:

Traut Companies Joe Traut
Representative

Date: 9/24/2021

E.H. Renner & Sons

Incorporated

Agenda Item # 4H.

WELL DRILLING FOR FIVE GENERATIONS

15688 Jarvis Street NW * Elk River, Minnesota 55330

Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

September 17, 2021

City of St. Francis

Parish Barten

23340 Cree Street NW

St. Francis, MN 55070

Subject: WELL REHAB 2021-2022

Re: Well No 01 Maintenance and Repairs

<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Price</u>	<u>Extension</u>
Labor to Remove Pump & Motor	1	L.S.	\$ 3,600.00	\$ 3,600.00
Motor Repair	1	Ea.	\$ 2,800.00	\$ 2,800.00
Discharge Head Bearing	1	Ea.	\$ 200.00	\$ 200.00
Sandblast & Paint Head	1	Ea.	\$ 300.00	\$ 300.00
Column .322 8" x 9' 11-1/4" T&C	9	Ea.	\$ 635.00	\$ 5,715.00
Column .322 8" x 4' 11-1/4" T&C	1	Ea.	\$ 428.00	\$ 428.00
Column .322 Suction Pipe 8" x 10' TOE	1	Ea.	\$ 375.00	\$ 375.00
Shafting .416 SS Headshaft	1	Ea.	\$ 240.00	\$ 240.00
Shafting .416 SS 1-1/4 x 10' T&C	9	Ea.	\$ 240.00	\$ 2,160.00
Shafting .416 SS 1-1/4 x 5' T&C	2	Ea.	\$ 185.00	\$ 370.00
8" Retainers with Rubber Bearings	10	Ea.	\$ 125.00	\$ 1,250.00
Rubber Bearings - 2 x 3.125 - 1-1/4"	10	Ea.	\$ 35.00	\$ 350.00
Replacement Bowl Gould 11CHC - 3	1	Ea.	\$ 7,200.00	\$ 7,200.00
Lined Bowl, Stainless Steel bolts and collets				
Misc. (Insul-Taps, Chlorine, Rags, Packing Turbine Oil Etc.)	1	L.S.	\$ 300.00	\$ 300.00
Labor to Install Pump & Motor	1	L.S.	\$ 3,600.00	\$ 1,931.00
Wire Brush Well	1	L.S.	\$ 1,800.00	\$ 1,800.00
Video Well	1	L.S.	\$ 1,800.00	\$ 1,500.00
Total Amount this Invoice				\$ 30,519.00

If you need additional information or have questions, I can be contacted at my office 763-427-6100
or on my cell phone at 763-286-5283

Sincerely

Katie Renner Welle

Project Manager

E.H. Renner & Sons, Inc.

Capital Improvement Plan
City of St. Francis, Minnesota

2021 thru 2025

Department Water Fund
Contact Public Works Director
Type Maintenance
Useful Life
Category Water Treatment

Project # WATER-006
Project Name Well House

Total Project Cost: \$109,000

Description

2021 - Replace Roof- \$19,000.
2021 - Rehab well #1-\$30,000. - 5/9
2023 - Rehab well #3-\$30,000.
2029 - Rehab well #4-\$30,000.

Justification

EPDM Ballasted roof is anticipated to be at the end of useful life, no longer protecting the building. Replace with fully adhered 60 mil EPDM roofing system. Based on annual inspection reports.

Public Water Supply Well maintenance recommends pulling the wells every 7-10 years to fully inspect all equipment. Replacement of worn parts may include, drop piping, shaft, spider couplers, pump volutes, check valves, pump screens and impellers. Rebuilding of pumps and electrical motors may occur also. Redevelopment of the well may be necessary if well is losing capacity or pumping sand.

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	19,000					19,000
Equip/Vehicles/Furnishings	30,000		30,000			60,000
Total	49,000		30,000			79,000

Funding Sources	2021	2022	2023	2024	2025	Total
Water Fund	49,000		30,000			79,000
Total	49,000		30,000			79,000

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: Well House Flat Roof Replacement
DATE: 10-4-2021

OVERVIEW:

Every year, we have our flat roofs inspected for any deficiencies that could cause damage to the structures that the membrane roof protects. It has been determined that the Well house roof is in need of replacement and deemed in "poor Condition". The current flat roof is twenty-two years old and has reached the end of its useful life. It appears that the membrane is starting to shrink, which is pulling on the block wall. This shrinking has created cracking to form on the south side of the building and needs to be repaired. Other deficiencies have started to show as well. This replacement project is part of our asset management plan and is in Plan-it software.

I have attached the yearly inspection report for your review. You will notice that the quote from McDowall is higher in the amount by \$ 5,180.00, this is because B&B does not complete these types of structure repairs whereas McDowall also Specializes in structural building repair. It should be noted that the City of St. Francis has worked with McDowall on many other repairs and their work and craftsmanship is second to none.

ACTION TO BE CONSIDERED:

Council approval of the quote to McDowall Company for the amount of \$ 20,680.00.

BUDGET IMPLICATION:

None. This project has been budgeted for.

Attachments:

- McDowall Facility Roof Report
- Quote from McDowall Company
- Quote from B&B Sheet Metal



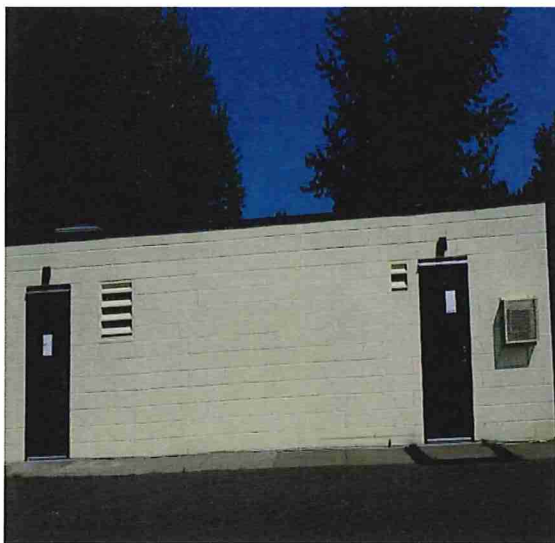
Full Facility Roof Report

Prepared for:

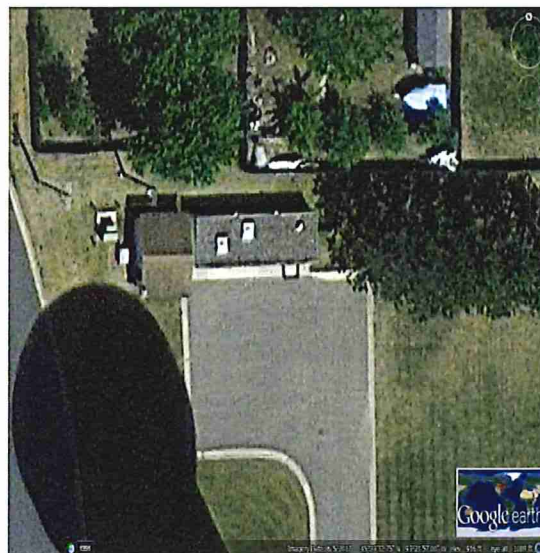
Parish Barten
St. Francis Well House
Well House
St. Francis, MN
55070

Prepared by:

Mike Illies
McDowall Co
P.O. Box 606
Waite Park, 56387
Phone: (320) 251-8640
Fax: (320) 251-9317



St. Francis Well House



Date: July 20, 2021

Facility: St. Francis Well House
Well House
St. Francis
MN
55070

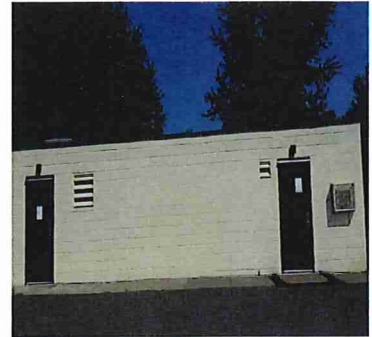
Contact Name: Parish Barten

Contact Telephone: (763) 233-5200

Contact Fax: (763) 753-9881

Date of Last Inspection: 07/19/2021

Type of building: Government



Roof Section List

Photo	Section / Name / Year Installed	Size / Height	Roof Type	Condition Index/ *RCI	Estimated Replacement Value
20,000 	Roof 01 Main Roof Area 1999	495 sq. ft. 12 ft.	EPDM Ballasted	20	\$20,000
		495	\$20,000.00		
*RCI Rating 0 -100 where 100 is excellent					

Recommendation Details						
Section ID	Budget Year	Activity Type	Activity Item	Allocation	Urgency	Budget Amount
Roof 01	2022	Preventative Maintenance	Yes	Expense	High	\$12.00
Annual inspection.						
Roof 01	2022	Roof Replacement	Yes	Expense	High	\$20,000.00
Budget for roof replacement.						
Roof 01	2023	Preventative Maintenance	Yes	Expense	High	\$12.00
Annual inspection.						
Roof 01	2024	Preventative Maintenance	Yes	Expense	High	\$12.00
Annual inspection.						
Roof 01	2025	Preventative Maintenance	Yes	Expense	High	\$12.00
Annual inspection.						
Roof 01	2026	Preventative Maintenance	Yes	Expense	High	\$12.00
Annual inspection.						
						\$20,060.00

Expense Budgets – 5 Years.					
Section ID	2022	2023	2024	2025	2026
Roof 01	\$20,012	\$12	\$12	\$12	\$12
	\$20,012	\$12	\$12	\$12	\$12

Roof Name: Main Roof Area
Roof Size: 495 sq. ft.
Est. replacement Cost: \$20,000
Existing System Type: EPDM
Year Installed: 1999
Assessed Service Life Remaining (Years): 0
Height: 12 Ft.
Slope: 1/8 inch per ft.
Drainage: Through Wall Scuppers
Warranty Details:



Work History Details

Date	Activity Type	Contractor / Inspector	Allocation	Actual Cost
07/23/2019	Preventative Maintenance	Alex Peine	Expense	0.0
Roof inspection.				
05/20/2020	Preventative Maintenance	Alex Peine	Expense	0.0
Roof inspection.				
07/19/2021	Preventative Maintenance	Alex Peine	Expense	0.0
Roof inspection.				

Existing Roof System Construction

Layer Type	Description	Description
Membrane	EPDM	Ballasted
Insulation	Unknown	
Insulation		
Deck	Unknown	Standard Unknown framing

Overall Roof Inspection Assessment

Date	Inspection Type	Inspection Company	Inspection
07/19/2021	Commercial Service	McDowall Company	Alex Peine
The roof is in poor condition. I found and repaired 1 open corner patch. On the South wall there is an area where the bottom mortar joint for the top course of block has a crack about 6-feet long. This maybe from the membrane pulling on the block as it shrinks. The membrane is pulling at the perimeter edge. I recommend that the owner budgets to replace this roof soon.			

Recommendation Details

Budget Year	Activity Type	Activity Item	Allocation	Urgency	Quotation \$
2022	Preventative Maintenance	Yes	Expense	High	12.00
Annual inspection.					
2022	Roof Replacement	Yes	Expense	High	20,000.00
Budget for roof replacement.					
2023	Preventative Maintenance	Yes	Expense	High	12.00
Annual inspection.					
2024	Preventative Maintenance	Yes	Expense	High	12.00
Annual inspection.					
2025	Preventative Maintenance	Yes	Expense	High	12.00
Annual inspection.					
2026	Preventative Maintenance	Yes	Expense	High	12.00
Annual inspection.					
					20060.00



Minor bridging around the entire perimeter.



Open corner patch.



Repaired corner patch.



Scuppers are clear of debris.



6' crack in the block wall.



A Five Generation Company

MASTERING the Elements

September 14, 2021

City of St Francis
4020 St Francis Blvd NW
St. Francis, MN 55070
Attention: Parish Barten

Dear Parish:

RE: Well House Roof Replacement

McDowall Company proposes the follow labor and material to replace the roof on the Well House:

- 1) Remove the two existing sheet metal down spouts and set aside to reinstall when the roof is done.
- 2) Remove the perimeter sheet metal cap and two scuppers and dispose of.
- 3) Remove the roofing material down to the existing insulation.
- 4) Install russ securement strip at the perimeter of the roof.
- 5) Install a 60 mil Carlisle ballasted EPDM roof over the field.
- 6) Adhere the membrane to the russ securement strip and up and over the perimeter edge.
- 7) Flash in the two skylight curbs and the fan curb.
- 8) Fabricate and install 24ga galvanized sheet metal counter flashing for the skylight curbs
- 9) Fabricate and install two (2) 24ga prefinished sheet metal scuppers at existing locations. (Color to match existing as close as possible)
- 10) Fabricate and install new 24ga prefinished sheet metal cap at the perimeter edge. (Color to match existing as close as possible)
- 11) Reattach the existing down spouts to the scuppers.
- 12) Includes a 15-year manufactures warranty.

Quote for the above roofing work is TWENTY THOUSAND SIX HUNDRED EIGHTY DOLLARS (\$20,680.00).

There is a crack in the mortar joint below the top block on the South elevation (9 blocks total). Quote to grind out the mortar and re-tuck the block joint is included in the above quote.

If any of the existing insulation or wood blocking is wet or damaged and needs to be replaced the work would be done on a time and material basis in addition to the above quote.

All permits needed for the roofing project is the responsibility of the owner and is not included in this quote.

Due to the volatility in material pricing this quote is good for 30 days from the date above.

If you have any questions give me a call. If you would like to proceed with the above roof work sign and date this quote and return it to McDowall Company so we can get you on the schedule. Due to the uncertainty of material availability, there is no scheduling of projects until material is ordered for the job.

Thank you,

McDOWALL COMPANY

Mike Illies

Accepted by _____ Date _____



Roofing



Heating



Air Conditioning



Energy Management



210 Centennial Drive
Buffalo, MN 55313

(763) 682-4233

September 21, 2021

Attn: Perish Barten

Re: City of St Francis Well House on 233rd Ave NW

B&B Sheet Metal & Roofing, Inc. proposes to furnish all labor and material to install a Carlisle 60 mil EPDM ballasted roof system as follows:

Roof as follows:

1. Tear off the existing roof membrane and ballast roof system down to the existing insulation.
2. Over the existing insulation install a Carlisle 60 mil EPDM membrane ballasted roof system per the manufacturer's instructions.
3. Fabricate and install 24 Ga. Steel Pre-finished sheet metal cap flashing at the roof perimeter. Including two (2) scuppers with open-faced downspouts. Color to be selected by owner.
4. Remove all roof debris on a daily basis and haul to an authorized landfill.
5. Remove any obsolete penetrations.
6. Furnish all required permits.
7. Upon completion, furnish the owner with the manufacturers (20) Twenty-year warranty on the Carlisle roof System. This is a "No Dollar Limit" warranty which includes both labor and material coverage as outlined in the warranty document.

Furnished and installed for the amount below (tax included, unless noted otherwise): **\$15,500.00.**
FIFTEEN THOUSAND FIVE HUNDRED DOLLARS.

Note:

- This proposal pricing is good for 30 days.
- Any Mechanical & Electrical Disconnect and reconnect is by owner.
- Any wet insulation that is deemed necessary to replace due to prior roof leak issues, will be replaced at our standard Time & Material rate

If you have any questions, please feel free to contact me.

Sincerely,
Kevin Borgstrom
Kevin Borgstrom
Project Manager

Accepted by _____

Date: _____

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Hiring Natalie Santillo as Deputy Clerk/Accounting Tech**
DATE: October 4th, 2021

OVERVIEW:

The City is looking to fill the vacant Deputy Clerk/Accounting Tech position. Staff conducted interviews and is recommending hiring Natalie Santillo at Grade 9 Step 2.

ACTION TO BE CONSIDERED:

Motion to hire Natalie Santillo for the Deputy Clerk/Accounting Tech position.

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: **Bottle Shop Change orders**
DATE: 10-04-2021

OVERVIEW:

During the construction/remodel process we anticipated some change orders as we got further into the project. Most of these changes were due to on for seen issues that could have caused problem to the infrastructure down the road. For example, when we moved the existing water heater to the new utility room we would have had a problem getting instant hot water to the bathrooms for the purpose of hand washing. Staff and residents said this was an ongoing issue and had never had hot water unless you ran the water for several minutes. To correct the problem, we had to add an inline booster pump to the hot water service line to speed up the process of moving hot water faster. With that process you have parts and labor from electricians and plumbers.

We also updated to a high efficiency furnace to keep future cost down on our heating and cooling bill. One of the north bathrooms had old cast iron piping which was starting to create drainage problems. We felt this was the time to demo the floor and replace with City standard PVC. In doing so we had to take out the old floor tile and replace with new. These change orders were well thought out and needed to be addressed.

ACTION TO BE CONSIDERED:

Approve change orders in the amount of \$28,907.07

BUDGET IMPLICATION:

Bottle Shop remodel.

Attachments:

- Change order invoices from Weber Construction (4 pages total)

**CHANGE
ORDER**

Attachment F - AIA form G701

☒
☒
☒
☐
☐

Agenda Item # 4K.

AIA DOCUMENT G701

PROJECT: St. Francis Bottle Shop Addition & Alterations
23307 St. Francis Blvd. NW
St. Francis, MN 55070

CHANGE ORDER NUMBER: 01
DATE: September 23, 2021
ARCHITECT'S PROJECT NO.: 2020.02

TO CONTRACTOR: Weber Inc.
2497 7th Ave. East
North St. Paul, MN 55109

CONTRACT DATE: April 30, 2021
CONTRACT FOR: St. Francis Bottle Shop Addition & Alterations
23307 St. Francis Blvd. NW
St. Francis, MN 55070

The Contract is changed as follows:

Accept Proposal Request No. 01: \$24,829.92
Accept Proposed Change Order No. 04: \$ 1,351.52
Accept Proposed Change Order No. 05: \$ 2,725.63

APPROVED: N/A

Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	\$627,000.00
Net change by previously authorized Change orders	\$ 0.00
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$627,000.00
The (Contract Sum) (Guaranteed maximum price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$28,907.07
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$655,907.07

The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) by 0 days

The date of Substantial Completion as of the date of this Change Order therefore is November 5th, 2021

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Miles D. Britz
ARCHITECT
PEARL Architecture LLC
Address
1158 6th Ave. So, St. Paul, MN 55075

Stephen T. Weber
CONTRACTOR
Weber Inc.
Address
2497 7th Ave. East, North St. Paul, MN 55109

City of St. Francis
OWNER
City of St. Francis
Address
23340 Cree St NW, St. Francis, MN 55070

BY Miles D. Britz, ALA, Principal

BY Stephen T. Weber, President

BY Steven D. Feldman, Mayor

DATE Sept. 23, 2021

DATE

DATE



Date: 7/28/21

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PEARL Architecture LLC MDB



PCO #04 Accepted

Date: 7/20 2021



Date: 07/20/2021

Proposed Change Order (PCO) # 004

St. Francis Bottle Shop Addition & Alterations
23307 St. Francis Boulevard NW
St. Francis, MN 55070

RE: PCO #004

DESCRIPTION:

Owner Requested Change - Upgrade From Standard Equipment Furnace, Coil and Condenser To High Efficiency Carrier Furnace, Coil & Condenser.

Upgraded Furnace & Condenser- Labor & Material		\$1,250.00 Anderson	
Supervision 1 Hour @ \$100/Hr.		\$100.00 Weber	
Subtotal		\$1,250.00	\$1,250.00
Commission	5.00%	\$67.50 Weber	
Subtotal For Proposed Change		\$1,417.50	\$1,3175.50
Bond	1.25%	\$17.72	
Insurance	1.15%	\$16.30	
Total For Proposed Change		\$1,451.52	\$1,351.52

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager

PEARL Architecture LLC

MDB

Agenda Item # 4K.



PR #01 Accepted

Owner accepts price quote of PR #01

Date : 7/20/2021



Date: 07/08/2021

Proposal Request (PR) # 001

St. Francis Bottle Shop Addition & Alterations
 23307 St. Francis Boulevard NW
 St. Francis, MN 55070

DESCRIPTION:

**A & E Directed Changes - Add Stoop At North Footing And Rework/Revise Mechanical Details
 To Include Items Not Already On The Plans.**

Excavate North Footing Stoop - Labor & Equipment	\$175.00	Amorrell	
Demo For Plumbing Changes - Labor & Equipment	\$2,859.00	Trester	
Concrete For Stoop - Labor & Material	\$1,800.00	General	
Concrete For Plumbing Infill - Labor & Material	\$2,800.00	General	
Drywall Repair At Toilet Room - Labor & Material	\$1,990.00	JSH	
Ceramic Tile At Toilet Room - Labor & Material	\$3,570.00	Walstad	
Plumbing Per PP - Labor & Material	\$8,450.00	Commerci	
Electrical - Labor & Material	\$710.00	Accent	
HVAC - Labor & Material	\$750.00	Anderson	
Supervision 4 Hours @ \$100 Hr	\$400.00	Weber	MDB
Subtotal	\$23,504.00		\$23,104.00
Commission 5.00%	\$1,175.20	Weber	\$ 1,155.20
Subtotal For Proposed Change	\$24,679.20		\$24,259.20
Bond 1.25%	\$308.49		\$ 303.24
Insurance 1.15%	\$283.01		\$ 267.48
~~~~~			
<b>Total For Proposed Change</b>	<del>\$25,271.50</del>		<b>\$ 24,829.92 MDB</b>

If you have any questions, please call.

Sincerely,

WEBER, INC.

*George Sinn*

George Sinn

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** **Bill List to be Considered by Council**  
**DATE:** 10-4-2021

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**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$124,021.03 plus and additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt Service Payments – N/A  
Direct Transfers from Previous Month – N/A  
Credit Card Payments – N/A  
Manual Checks – N/A

**ACTION TO BE CONSIDERED:**

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

**BUDGET IMPLICATION:**

City Bills

**Attachments:**

- 10-04-2021 Packet List

## CITY OF ST FRANCIS

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## *Claim Register©

AP 10-04-2021

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**Claim Type**

Claim# 12075 *ALL STATE COMMUNICATIONS, IN*  
**Cash Payment** G 609-16500 Construction in Progress RELOCATE WALL RACK \$975.00  
 Invoice 318474

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$975.00
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**Claim Type**

Claim# 12074 *ANOKA COUNTY TREASURY DEPT*  
**Cash Payment** E 101-42110-321 Telephone BROADBAND \$37.51  
 Invoice B210920P  
**Cash Payment** E 101-42210-321 Telephone BROADBAND \$37.51  
 Invoice B210920P  
**Cash Payment** E 101-43100-321 Telephone BROADBAND \$37.51  
 Invoice B210920P  
**Cash Payment** E 101-45200-321 Telephone BROADBAND \$37.51  
 Invoice B210920P  
**Cash Payment** E 601-49440-321 Telephone BROADBAND \$37.51  
 Invoice B210920P  
**Cash Payment** E 602-49490-321 Telephone BROADBAND \$37.45  
 Invoice B210920P

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$225.00
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**Claim Type**

Claim# 12073 *ANOKA TECH COLLEGE*  
**Cash Payment** E 101-42210-208 Training and Instruction TRAINING-PREISS \$1,946.32  
 Invoice 00166339

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$1,946.32
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**Claim Type**

Claim# 12072 *ASPEN MILLS*  
**Cash Payment** E 101-42110-437 Uniform Allowance UNIFORMS-LARSON \$24.00  
 Invoice 280789  
**Cash Payment** E 101-42110-437 Uniform Allowance UNIFORMS-BOE \$421.75  
 Invoice 281306

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$445.75
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**Claim Type**

Claim# 12071 *BELLBOY CORPORATION*  
**Cash Payment** E 609-49751-206 Freight and Fuel Charges FREIGHT \$20.15  
 Invoice 0091249000  
**Cash Payment** E 609-49751-251 Liquor For Resale LIQUOR \$2,083.36  
 Invoice 0091249000

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$2,103.51
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**Claim Type**

Claim# 12069 *BERNICK COMPANIES, THE*  
**Cash Payment** E 609-49751-252 Beer For Resale BEER \$336.20  
 Invoice 257948  
**Cash Payment** E 609-49751-252 Beer For Resale BEER \$339.25  
 Invoice 255608  
**Cash Payment** E 609-49751-255 N/A Products N/A \$50.20  
 Invoice 255608

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$725.65
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**Claim Type**

Claim# 12068 *BREAKTHRU BEVERAGE*

## CITY OF ST FRANCIS

## *Claim Register©

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$47.00
	Invoice 341144271					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,940.33
	Invoice 341144271					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$64.00
	Invoice 341144271					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$4,051.33

## Claim Type

Claim# 12067 CAMPBELL, MICHEIL

Cash Payment	G 208-22000 Deposits	BOND REFUND				\$7,200.00
	Invoice					

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$7,200.00
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## Claim Type

Claim# 12065 DAHLHEIMER DIST. CO. INC.

Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$26.00
	Invoice 1462570					

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$9,321.50
	Invoice 1462476					

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$7,590.80
	Invoice 1466007					

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$276.00
	Invoice 1462476					

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$17,162.30
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## Claim Type

Claim# 12085 DOOR SERVICE COMPANY

Cash Payment	E 101-41940-401 Repairs/Maint Buildings	SERVICE CALL				\$407.00
	Invoice 1002-14291					

Transaction Date	9/30/2021	Due 10/30/2021	CASH	10100	<b>Total</b>	\$407.00
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## Claim Type

Claim# 12063 DUSTY S DRAIN CLEANING

Cash Payment	E 101-42210-401 Repairs/Maint Buildings	BUILDING REPAIR				\$294.00
	Invoice 11375					

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$294.00
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## Claim Type

Claim# 12062 E.H. RENNER

Cash Payment	E 601-49440-233 Water Treatment Plant Mai	WELL INSPECTIONS				\$400.00
	Invoice 6531					

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$400.00
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## Claim Type

Claim# 12084 ECM PUBLISHERS, INC.

Cash Payment	E 101-41400-351 Legal Notices Publishing	OCT 4 PH				\$37.63
	Invoice 854995					

Transaction Date	9/30/2021	Due 10/30/2021	CASH	10100	<b>Total</b>	\$37.63
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## Claim Type

Claim# 12061 ELECTRO WATCHMAN, INC.

Cash Payment	G 609-16500 Construction in Progress	LIQUOR-ALARM				\$5,023.04
	Invoice JSKRQ2654-01					

Cash Payment	E 101-41940-445 Security	CH-ALARM				\$199.00
	Invoice JSKRQ2681					

# CITY OF ST FRANCIS

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Cash Payment	E 101-41940-441 Miscellaneous	CH LOCK BUTTON				\$242.37
	Invoice JSKRQ2682					
Cash Payment	E 101-43100-310 Computer Consulting Fee	POLICE PW SOFTWARE UPDATE				\$436.80
	Invoice 369692					
Cash Payment	E 101-45200-310 Computer Consulting Fee	POLICE PW SOFTWARE UPDATE				\$436.80
	Invoice 369692					
Cash Payment	E 101-42110-310 Computer Consulting Fee	POLICE PW SOFTWARE UPDATE				\$436.80
	Invoice 369692					
Cash Payment	E 601-49440-310 Computer Consulting Fee	POLICE PW SOFTWARE UPDATE				\$436.80
	Invoice 369692					
Cash Payment	E 602-49490-310 Computer Consulting Fee	POLICE PW SOFTWARE UPDATE				\$436.80
	Invoice 369692					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$7,648.41
<b>Claim Type</b>						
Claim#	12057	ELITE SANITATION				
Cash Payment	E 101-45200-402 Janitorial Service					\$972.50
	Invoice 28087					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$972.50
<b>Claim Type</b>						
Claim#	12083	E-Z SHELVING SYSTEMS, INC				
Cash Payment	G 609-16500 Construction in Progress	SHELVES				\$2,887.00
	Invoice 15813R02					
Transaction Date	9/30/2021	Due 10/30/2021	CASH	10100	<b>Total</b>	\$2,887.00
<b>Claim Type</b>						
Claim#	12056	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.25
	Invoice 249862					
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO				\$1,193.02
	Invoice 249862					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING				\$67.65
	Invoice 249862					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$6.85
	Invoice 249862					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$1,271.77
<b>Claim Type</b>						
Claim#	12054	HACH COMPANY				
Cash Payment	E 602-49490-235 Lab Supplies	SUPPLIES				\$283.69
	Invoice 12612304					
Cash Payment	E 602-49490-235 Lab Supplies	SUPPLIES				\$625.55
	Invoice 12599436					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$909.24
<b>Claim Type</b>						
Claim#	12053	HAWKINS, INC.				
Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHEMICALS				\$4,201.03
	Invoice 6020920					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$4,201.03
<b>Claim Type</b>						
Claim#	12051	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 402-41400-560 Computers	PRINTERS				\$1,719.30
	Invoice IN3484863					

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## *Claim Register©

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Cash Payment E 101-42110-200 Office Supplies SUPPLIES \$158.45  
Invoice IN3489285

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 Total \$1,877.75

## Claim Type

Claim# 12052 INTIAL DEFENSE CUSTOMIZE TRA

Cash Payment E 101-42110-208 Training and Instruction TRAINING-DZURIS & STEMME \$790.00  
Invoice 21-35

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 Total \$790.00

## Claim Type

Claim# 12049 JOHN HIRSCHS CAMBRIDGE MOT

Cash Payment E 101-42110-221 Vehicle Repair & Maintena SUPPLIES \$95.00  
Invoice CHCS368471

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 Total \$95.00

## Claim Type

Claim# 12048 JOHNSON BROS WHLSE LIQUOR

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$19.28  
Invoice 1894738

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$27.56  
Invoice 1889920

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$18.87  
Invoice 1889921

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$1,052.22  
Invoice 1894738

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$1,231.61  
Invoice 1889920

Cash Payment E 609-49751-253 Wine For Resale WINE \$828.95  
Invoice 1889921

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 Total \$3,178.49

## Claim Type

Claim# 12044 LAW ENFORCEMENT LABOR SVC

Cash Payment G 101-21707 Union Dues SARGENT DUES-OCTOBER \$63.50  
Invoice

Cash Payment G 101-21707 Union Dues POLICE UNION DUES-OCTOBER \$508.00  
Invoice

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 Total \$571.50

## Claim Type

Claim# 12082 LEPAGE & SONS

Cash Payment E 101-43210-439 Recycling Days RECYCLING EVENT \$360.00  
Invoice 150702

Transaction Date 9/30/2021 Due 10/30/2021 CASH 10100 Total \$360.00

## Claim Type

Claim# 11954 LMC INSURANCE TRUST

Cash Payment E 101-41400-160 Work Comp Insurance WORK COMP \$344.26  
Invoice .09152021

Cash Payment E 101-41500-160 Work Comp Insurance WORK COMP \$238.84  
Invoice .09152021

Cash Payment E 101-43100-160 Work Comp Insurance WORK COMP \$3,252.33  
Invoice .09152021

Cash Payment E 101-42210-160 Work Comp Insurance WORK COMP \$4,271.50  
Invoice .09152021

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Cash Payment	E 101-42110-160 Work Comp Insurance	WORK COMP				\$11,680.72
Invoice	.09152021					
Cash Payment	E 101-45200-160 Work Comp Insurance	WORK COMP				\$1,167.97
Invoice	.09152021					
Cash Payment	E 101-43210-160 Work Comp Insurance	WORK COMP				\$254.09
Invoice	.09152021					
Cash Payment	E 601-49440-160 Work Comp Insurance	WORK COMP				\$1,206.32
Invoice	.09152021					
Cash Payment	E 602-49490-160 Work Comp Insurance	WORK COMP				\$1,445.89
Invoice	.09152021					
Cash Payment	E 609-49750-160 Work Comp Insurance	WORK COMP				\$1,659.26
Invoice	.09152021					
Cash Payment	E 101-42400-160 Work Comp Insurance	WORK COMP				\$95.36
Invoice	.09152021					
Cash Payment	E 101-41910-160 Work Comp Insurance	WORK COMP				\$192.05
Invoice	.09152021					
Cash Payment	E 101-41410-160 Work Comp Insurance	WORK COMP				\$8.41
Invoice	.09152021					
Transaction Date	9/22/2021	Due 10/22/2021	CASH	10100	<b>Total</b>	<b>\$25,817.00</b>

**Claim Type**

Claim# 12043 MCDONALD DIST CO.

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$7,127.10
Invoice	598238					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$5,908.65
Invoice	599283					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$128.05
Invoice	598238					

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	<b>\$13,163.80</b>
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**Claim Type**

Claim# 12041 MINUTEMAN PRESS

Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER				\$302.57
Invoice	980483					
Cash Payment	E 101-41400-441 Miscellaneous	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 601-49440-441 Miscellaneous	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 602-49490-441 Miscellaneous	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 609-49750-441 Miscellaneous	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 101-43100-441 Miscellaneous	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 101-41110-344 Newsletter	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 101-42400-352 General Publishing	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 101-42110-441 Miscellaneous	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 101-42210-441 Miscellaneous	NEWSLETTER				\$142.64
Invoice	980483					
Cash Payment	E 101-45200-441 Miscellaneous	NEWSLETTER				\$142.63
Invoice	980483					

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October 2021

Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	<b>\$1,728.96</b>
<b>Claim Type</b>						
Claim#	12081	MN DEPT OF TRANSPORTATION				
Cash Payment	E 101-43100-303	Engineering Fees	PLANT INSPECTION			<b>\$172.62</b>
Invoice P00014044						
Transaction Date	9/30/2021	Due 10/30/2021	CASH	10100	<b>Total</b>	<b>\$172.62</b>
<b>Claim Type</b>						
Claim#	12040	MN NCPERS LIFE INSURANCE				
Cash Payment	G 101-21713	MN Life	OCTOBER PREMIUM			<b>\$96.00</b>
Invoice OCT2021						
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	<b>\$96.00</b>
<b>Claim Type</b>						
Claim#	12039	NORTHLAND OCCUPATIONAL HEA				
Cash Payment	E 101-43100-441	Miscellaneous	ANNUAL CONSORTIUM			<b>\$62.50</b>
Invoice 12185						
Cash Payment	E 101-45200-441	Miscellaneous	ANNUAL CONSORTIUM			<b>\$62.50</b>
Invoice 12185						
Cash Payment	E 601-49440-441	Miscellaneous	ANNUAL CONSORTIUM			<b>\$62.50</b>
Invoice 12185						
Cash Payment	E 602-49490-441	Miscellaneous	ANNUAL CONSORTIUM			<b>\$62.50</b>
Invoice 12185						
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	<b>\$250.00</b>
<b>Claim Type</b>						
Claim#	12038	OPP FAMILY CHIROPRACTIC				
Cash Payment	G 101-22000	Deposits	DEPOSIT REFUND			<b>\$150.00</b>
Invoice						
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	<b>\$150.00</b>
<b>Claim Type</b>						
Claim#	12034	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313	Sample Testing	TESTING			<b>\$197.00</b>
Invoice 21100349140						
Cash Payment	E 602-49490-313	Sample Testing	TESTING			<b>\$210.00</b>
Invoice 21100349027						
Cash Payment	E 602-49490-313	Sample Testing	TESTING			<b>\$136.00</b>
Invoice 21100348734						
Cash Payment	E 602-49490-313	Sample Testing	TESTING			<b>\$166.00</b>
Invoice 21100349501						
Cash Payment	E 602-49490-313	Sample Testing	TESTING			<b>\$386.00</b>
Invoice 21100349310						
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	<b>\$1,095.00</b>
<b>Claim Type</b>						
Claim#	12031	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	WINE			<b>\$7.86</b>
Invoice 6275918						
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			<b>\$44.91</b>
Invoice 6277238						
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			<b>\$20.41</b>
Invoice 6275917						
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			<b>\$4.71</b>
Invoice 6272239						

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## *Claim Register©

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Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$226.00
	Invoice 6275918					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,396.35
	Invoice 6275917					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$124.00
	Invoice 6272239					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,666.08
	Invoice 6277238					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$5,490.32

## Claim Type

Claim#	12029	ROYAL SUPPLY				
Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$32.80
	Invoice 2470					
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$16.40
	Invoice 2470					
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$8.20
	Invoice 2470					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$8.20
	Invoice 2470					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$8.20
	Invoice 2470					
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$8.20
	Invoice 2470					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$82.00

## Claim Type

Claim#	12078	SHI INTERNATIONAL CORP				
Cash Payment	E 402-41400-560 Computers	SCANNER				\$3,143.00
	Invoice B14094520					
Transaction Date	9/30/2021	Due 10/30/2021	CASH	10100	<b>Total</b>	\$3,143.00

## Claim Type

Claim#	12025	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.56
	Invoice 2128295					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$20.48
	Invoice 2128294					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$294.00
	Invoice 2126395					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$8.96
	Invoice 2126394					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$84.00
	Invoice 2128295					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,336.30
	Invoice 2128294					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$970.70
	Invoice 2126394					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	WINE				\$8.96
	Invoice 2126395					
Transaction Date	9/29/2021	Due 10/29/2021	CASH	10100	<b>Total</b>	\$2,725.96

## Claim Type

Claim#	12077	STANLEY ACCESS TECH LLC				
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## CITY OF ST FRANCIS

09/30/21 11:55 AM

Agenda Item # 4L.

Page 8

## *Claim Register©

AP 10-04-2021

October 2021

Cash Payment E 609-49750-401 Repairs/Maint Buildings LIQUOR STORE DOOR \$1,102.62  
Invoice 0906340736

Transaction Date 9/30/2021 Due 10/30/2021 CASH 10100 **Total** \$1,102.62

**Claim Type**

Claim# 12024 STORM TRAINING GROUP

Cash Payment E 101-42110-208 Training and Instruction TRAINING-LARSON \$418.95  
Invoice 0000237

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 **Total** \$418.95

**Claim Type**

Claim# 12023 STREICHER S

Cash Payment E 208-42110-210 Operating Supplies LAUNCHER \$3,420.00  
Invoice I1524165

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 **Total** \$3,420.00

**Claim Type**

Claim# 12021 TJ ASSOCIATES

Cash Payment E 603-49490-418 Storm Water Management STORM WATER LETTERS \$910.32  
Invoice 236821

Cash Payment E 101-43210-439 Recycling Days RECYCLING POSTCARD \$33.30  
Invoice 236806

Transaction Date 9/29/2021 Due 10/29/2021 CASH 10100 **Total** \$943.62

**Claim Type**

Claim# 12076 TRESTER, LLC

Cash Payment G 609-16500 Construction in Progress LIQUOR STORE WORK \$3,485.00  
Invoice 3949

Transaction Date 9/30/2021 Due 10/30/2021 CASH 10100 **Total** \$3,485.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$124,021.03
Total	\$124,021.03

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** **Portable Recording Systems**  
**DATE:** October 4, 2021

---

**OVERVIEW:**

On May 17th, 2021 the police department received approval from City Council to implement a portable recording system. The implementation of a portable recording system is a process which includes budgeting for equipment, equipment research, policy development, public comment periods, equipment purchase, staff training, and system audits.

The police department has been budgeting for several years in anticipation of implementing a portable recording system and has compared multiple manufacturers and camera systems including equipment and software. Following the research, department staff has narrowed it down to Panasonic Arbitrator and Axon. Panasonic Arbitrator is not only slightly cheaper than Axon but Panasonic Arbitrator is currently used for department in car systems and has been since 2014. Officers are familiar with Panasonic Arbitrator including the front end and back end of the in car system, software etc. The look and functionality of the portable recording system will be very similar to that of the in car system. Panasonic Arbitrator equipment has also been reliable with minimal issues and customer service has been excellent when there has been an issue or when repairs or replacement of equipment has been needed.

A department policy has been created and the first of two public comment periods has been completed through an online survey where 55 residents participated. The second public comment opportunity will come during a public hearing at the October 4th, 2021 City Council meeting. This will satisfy statutory requirements for the implementation of a portable recording system with equipment purchase, staff training and full implementation to follow.

**ACTION TO BE CONSIDERED:**

City Council to approve a motion to authorize the purchase of Panasonic Arbitrator portable recording system equipment through the vendor Baycom, to be used for the department's portable recording system. Initial cost of equipment and data storage for the 1st year would be \$17,288 and total cost over five years would be \$29,624. Data would be stored on existing Roseville Metro I-net servers.

**BUDGET IMPLICATION:**

Funding for the portable recording system will come from the department capital budget which has adequate funds to purchase necessary equipment. Server storage costs for portable recording system data will be accounted for in the police department budget. The capital budget is set up to replace portable recording cameras and other necessary equipment every five years which is consistent with other department computer equipment.



## ARBITRATOR BODY WORN CAMERA BWC4000

- **NEW** Replaceable Battery
- **NEW** H.264 / H.265 Video Compression
- **NEW** MP4 Video File Format
- **NEW** LCD Menu for Tagging
- Rugged IP67 and MIL-STD-810G architecture
- 1080p / 720p / 360p Resolution  
16:9 & 4:3 aspect ratio
- 4 Microphones for better noise reduction
- Compatible with in car video system
- Built-in GPS, Wi-Fi and Bluetooth

### THE NEW ARBITRATOR BODY WORN CAMERA WITH REMOVABLE BATTERY.

Built on Panasonic i-PRO's tradition of video surveillance excellence for law enforcement, the new and improved Arbitrator Body Worn Camera with a removable battery keeps your officers on the street. Featuring a two-piece design, the BWC4000 is IP67 / MIL-STD-810G rated to provide officers with a more reliable way to capture video and audio evidence in nearly any condition.

Arbitrator BWC4000 records in 1080P / 720P and seamlessly integrates with Panasonic i-PRO's Unified Digital Evidence™ Management Software. Arbitrator BWC4000 in unison with Arbitrator in-car video systems and Panasonic i-PRO fixed-surveillance cameras, form a unified evidence management platform that preserves the chain of custody. Flexible storage options enable you to store video evidence on premise, in the cloud or in a hybrid storage solution of both.

**Panasonic**

An Imaging Solution Provider

# ARBITRATOR BODY WORN CAMERA BWC4000

<b>GENERAL</b>	
■ Model Number	Arbitrator Body Worn Camera ARB-BWC4-MAINKIT
<b>HARDWARE SPECS</b>	
■ Dimensions Main Control Unit (HxWxD)	3.39 x 2.75 x 0.94 Inches / 86 x 70 x 24 mm
■ Weight Main Controller	6.0 oz
■ Drop Test	Yes (6 feet)
■ Waterproof Rating	IP67 (IEC60529) Type 4X (UL50), NEMA 4X compliant
■ Field of View / Aspect Ratio	[16 : 9 mode] Horizontal : 137°** Vertical : 79° (diagonal : 157°*) [4 : 3 mode] Horizontal : 115° Vertical : 87° (diagonal : 143°*)
■ Memory	128GB
■ Image Stabilization	Yes 6-Axis Gyro, Selectable on Playback
■ Battery / Battery Life	Replaceable / More than 12 hours
■ Warranty	Main Unit: 3 Years, Battery: 1 Year
<b>VIDEO / CAMERA / AUDIO</b>	
■ Video/Photo Resolutions Available	[16:9] 1080P / 720P / 360P [4:3] 1200P / 960P / 480P
■ Video Format	MP4
■ Robustness	Yes (IP67) / MIL-STD-810G anti salt
■ Frame Rate (FPS)	30 fps
■ Photo Resolution	[16:9] 1920 x 1080, 1280 x 720, 640 x 360 [4:3] 1600 x 1200, 1280 x 960, 640 x 480
■ Audio Format	AAC-LC
■ Pre-Record Video	3 minutes max.
<b>FEATURES - MAIN UNIT</b>	
■ One Touch Record	Yes
■ One Touch Photo	Yes
■ Time/Date Stamp	Yes
■ Instant File Tagging	Yes
■ Password Protection	Yes
■ Recharge Time	3 Hours
■ GPS Location Tagging	Yes
■ GPS Time Sync	Yes
■ Vibration Alert	Yes
■ GPS	Yes
■ Wi-Fi	Yes
■ Embedded Bluetooth	Yes
■ ICV Integration	Yes
■ FIPS 140-2	Yes
■ Docking Station	Yes

## RUGGED IP67 AND MIL810G ARCHITECTURE

Arbitrator Body Worn Camera features rock-solid build quality with an IP67 rating and MIL-STD-810G architecture so evidence capture continues interrupted, even in the most challenging outdoor environments. Utilizes the versatile Klick Fast™ mounting system.

## VIDEO/PHOTO RESOLUTIONS AVAILABLE:

[16:9] 1080P / 720P / 360P  
[4:3] 1200P / 960P / 480P

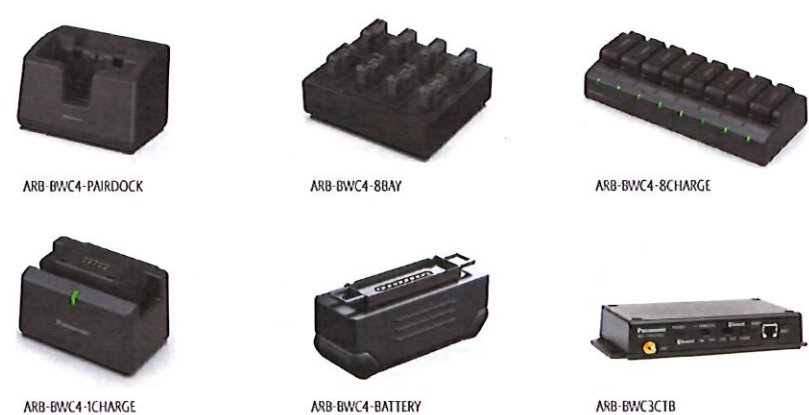
Recording evidence in 1080p, 720p and 360p, the Arbitrator BWC4000 provides crystal-clear video clarity that accelerates convictions in court.

## USE LIGHTBAR TO WIRELESSLY TRIGGER RECORDING

The Arbitrator BWC4000 can be configured to trigger recordings wirelessly based on connection to light bar, G-Force Trigger, or weapon lock release. This feature also allows you to synchronize recordings with installed Arbitrator HD 360 in-vehicle system.

## ACCESSORIES / OPTIONS

- ARB-BWC4-MAINKIT Body Worn Camera
- ARB-BWC4-8BAY Multi Dock Charger + Power Supply
- ARB-BWC3CTB Common Trigger Box + Power Cable
- ARB-BWC4-PAIRDOCK Pairing Dock + Wiring Harness
- ARB-BWC4-1CHARGE Single Bay Battery Charge
- ARB-BWC4-8CHARGE 8 Bay Battery Charge
- ARB-BWC4-BATTERY Spare Battery



**LEARN MORE**  
[security.us.panasonic.com/public-safety/next-generation-body-worn-camera](https://security.us.panasonic.com/public-safety/next-generation-body-worn-camera)

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# PRO

## PUBLIC SAFETY SOLUTIONS



**ARB-BWCVESTMNT – MSRP \$20.00**  
Click Fast Tag on Garment/Vest Mount



**ARB-BWC3BLTLOOP – MSRP \$20.00**  
Click Fast Leather Belt Loop



**ARB-BWC3BLTCLIP – MSRP \$20.00**  
Click Fast Leather Belt Clip



**ARB-BWC3MNT-CLAMP – MSRP \$17.00**  
Click Fast Pocket Clamp



**ARB-BWC3MNT-MAG – MSRP \$50.00**  
Click Fast Magnetic Mount



**ARB-BWC3MNT-MOLLE – MSRP \$20.00**  
Click Fast Molle Mount

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## PUBLIC SAFETY SOLUTIONS



**ARB-BWCKFROUNDBLK – MSRP \$14.00**  
Klick Fast Round Bolt-Thru BWC Mount



**ARB-BWCKFSHOULD17K – MSRP \$45.00**  
Klick Fast Shoulder Center Chest Harness BWC Mount



**ARB-BWCKFEPAULETTE – MSRP \$18.50**  
Klick Fast Epaulette BWC Mount



**ARB-BWCKF-CLIPON – MSRP \$6.00**  
Klick Fast Clip-On Dock, Converts  
Klick Fast to Belt Clip Fitting



**ARB-BWCKF-BUTTON-F – MSRP \$13.00**  
Klick Fast Shirt Button “S” Dock for BWC  
mounting to Female Shirts (LH Side Buttons)



**ARB-BWCKF-BUTTON-M – MSRP \$13.00**  
Klick Fast Shirt Button “S” Dock for BWC  
mounting to Male Shirts (RH Side Buttons)

**Panasonic**

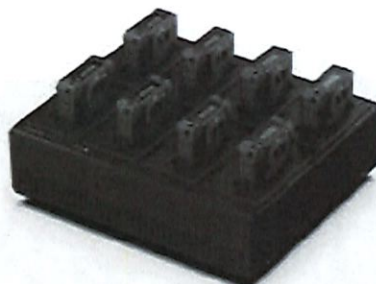
An Imaging Solution Provider

# PRO

## PUBLIC SAFETY SOLUTIONS



ARB-BWC4-1DOCK



ARB-BWC4-8DOCK



ARB-BWC4-8CHARGE



ARB-BWC4-1CHARGE



ARB-BWC4-BATTERY



ARB-BWC3CTB

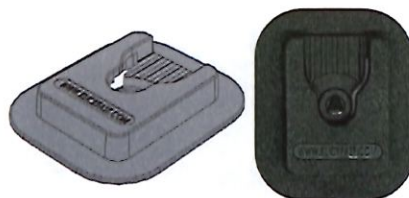
**Panasonic**

An Imaging Solution Provider

# PRO

## PUBLIC SAFETY SOLUTIONS

a



ARB-BWCKFSEWNINBLK – MSRP  
\$10.00

Klick Fast sewn in mount (black)



ARB-BWCKFSEWNINB-L – MSRP \$10.00

Klick Fast sewn in mount with Lanyard  
Holes (black)





# St. Francis Police Department Portable Recording Systems

St. Francis City Council Presentation  
October 4th, 2021

# **ST. FRANCIS POLICE DEPARTMENT** **PORTABLE RECORDING SYSTEMS**

- Increased use by law enforcement throughout the country
- Increased Transparency
- Improved evidence collection and documentation
- Accountability for officers and public (complaints)
- Training
- Direction by city council to move forward with program implementation in May



# PROCESS

- Establishing a timeline
- Budgeting for equipment/data storage. Buy in and approval from city council
- Equipment research
- Policy development
- Public comment and input opportunity prior to policy adoption, equipment purchase or program implementation
- Equipment approval and purchase
- Training
- Implementation
- Audits

# 626.8473 PORTABLE RECORDING SYSTEMS ADOPTION; PUBLIC COMMENT.

- [§](#) **Subdivision 1. Definition.**
- As used in this section, "portable recording system" has the meaning provided in section [13.825, subdivision 1](#).
- [§](#) **Subd. 2. Public comment.**
- A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting.

# 626.8473 cont.

## Policy

- **SUBD. 3. Written policies and procedures required.**

- (a) The chief officer of every state and local law enforcement agency that uses or proposes to use a portable recording system must establish and enforce a written policy governing its use. In developing and adopting the policy, the law enforcement agency must provide for public comment and input as provided in subdivision 2. Use of a portable recording system without adoption of a written policy meeting the requirements of this section is prohibited. The written policy must be posted on the agency's website, if the agency has a website.
- (b) At a minimum, the written policy must incorporate the following:
  - (1) the requirements of section [13.825](#) and other data classifications, access procedures, retention policies, and data security safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;
  - (2) procedures for testing the portable recording system to ensure adequate functioning;
  - (3) procedures to address a system malfunction or failure, including requirements for documentation by the officer using the system at the time of a malfunction or failure;
  - (4) circumstances under which recording is mandatory, prohibited, or at the discretion of the officer using the system;
  - (5) circumstances under which a data subject must be given notice of a recording;
  - (6) circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;
  - (7) procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and
  - (8) procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section [13.09](#).

# SURVEY RESULTS

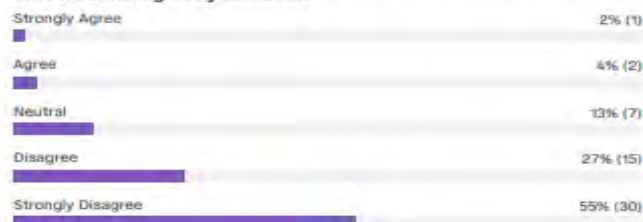
### Do you live in St. Francis?



### In which category is your age?



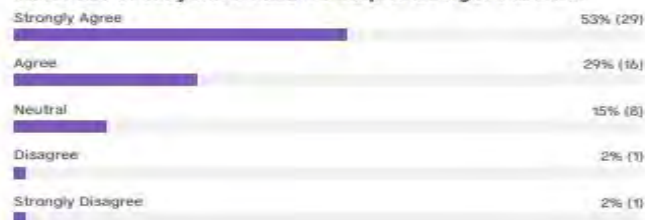
### I feel concerned about my privacy when having to deal with officers wearing body cameras.



**An interaction with the police is less likely to result in a confrontation if everybody knows the interaction is being recorded with body worn video.**



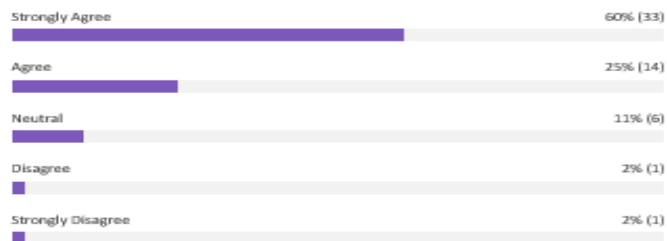
**Police use of body worn video is a step in the right direction.**



**Body worn video protects police against false accusations.**



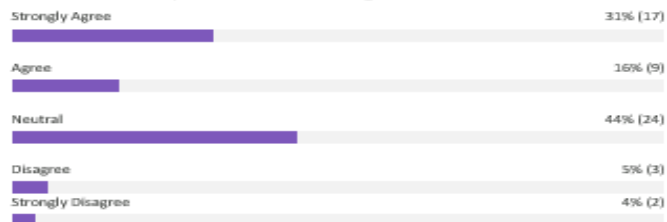
Body worn video improves police accountability.



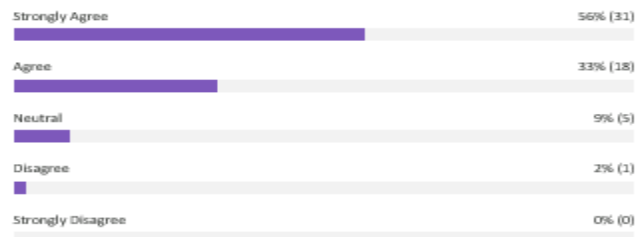
Police should be required to notify individuals when they are being recorded on body worn video.



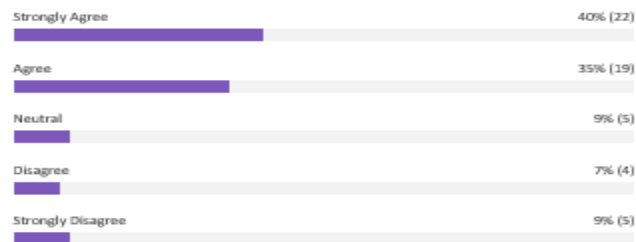
I feel safer when a police officer is wearing a video camera.



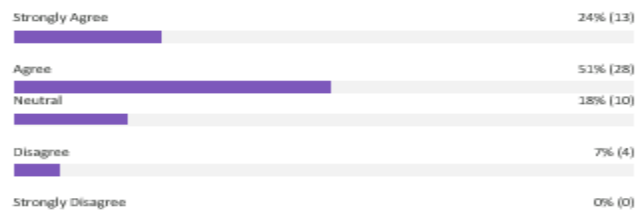
It is acceptable for Police to record body worn video as part of their official duties.



An officer should be able to view (not edit) body worn video prior to writing a report.



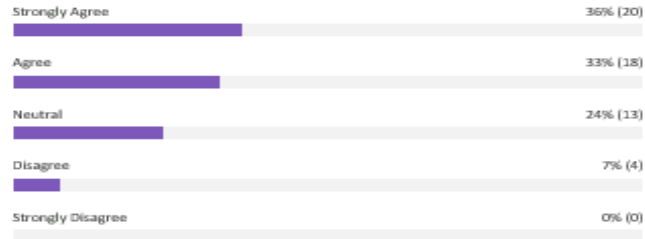
All police interactions with the public should be recorded with body worn video.



<https://gdn.us/external/consent/3a6c8d8-11-5803-4a80-4a6b-4a88a227a3f7/vaport>

5/7

Police Officers collect body worn video to protect me.



Are there specific questions you believe the St. Francis Police Departments body worn camera policy should address?

None at this time

No

Not gonna tell you how to do your job, keep up the good work

When will it be implemented

No

No

No

Why is recording law enforcement considered an adverse or confrontational action?

Are the officers able to decide when they can record or is it automatic?

Yes write report then view

Should be on at all traffic stops

Public interaction

In what circumstances is it acceptable for a camera to be turned off? Where and when is the footage made available?

Yes

Will all unedited video recorded be saved?

Whether or not the footage would ever be released to courts/media/the public.

None

Are there questions community advocates should ask the St. Francis Police Department during the development of the body camera program?

It's definitely something that should happen. Does the city pay for this? Any financial help from the county or state?

No

No

No

No

Wouldn't it be better to record all activities and determine evidentiary value ~~and~~ the fact? Situations can become escalated more quickly than an officer has time to determine whether to activate a camera, putting this additional burden on the officer may cause a distraction at a critical time.

Can officers tamper or manipulate the cameras at their discretion?

No

What happens when a body worn camera malfunctions or footage is otherwise unavailable following a confrontation? If police have a recording of a confrontation, will the same footage be made available to the other parties so each have equal access to the facts of the situation? In other words, is the footage truly for the benefit of the community or only for the police department?

Who will have access to the videos for viewing?

No.

~~Would~~ or not the footage would ever be released to courts/media/the public and if so when/why.

None



- Reliability
- Durability
- Quality
- Warranty
- Reputation
- Cost



# **COMPARISON BASED ON 12 CAMERA SYSTEMS**

## **Initial System Cost Per Officer (Year 1)**

	Panasonic	Axon
Camera	\$767.00 per officer. (\$9,204) Includes 3 year warranty.	\$699.00 (\$8,388).
Licensing/Software/Support	\$57 per officer (\$684)	\$180 per officer (\$2,160)
Warranty	\$0 – Three year warranty on camera and one year on battery. Extension options available.	\$0 - One year warranty. After year one, \$114 per camera per year if part of replacement program.
Annual Storage	\$200 per officer. (\$2400) Approx. 3TB.	\$192 per officer. (\$2,304.00) 400 GB per officer or 4.8 TB.
Other equipment and options include trigger kits, uniform mounting hardware, docking stations.	\$5,000 (Approx. Total)	\$5,000 (Approx. Total)

## System Cost Years 2-5

	Panasonic	Axon
Licensing Year - 2	\$684	\$2,160
Licensing Year – 3	\$684	\$2,160
Licensing Year – 4	\$684	\$2,160
Licensing Year - 5	\$684	\$2,160
Annual Storage – Year 2	\$2400	\$2,304
Annual Storage – Year 3	\$2400	\$2,304
Annual Storage – Year 4	\$2400	\$2,304
Annual Storage – Year 5	\$2400	\$2,304
Total	\$12,336	\$17,856

# **TOTAL 5 YEAR CAMERA SYSTEM** **AGENCY COST (12 UNITS)**

	Panasonic	Axon
<b>Total</b>	<b>\$29,624</b>	<b>\$35,708</b>

# QUESTIONS/COMMENTS?

## Community Development

### Quarterly Report of July - September 2021

#### Economic Development

##### **Bridge Street Corridor:**

- Staff continues to have conversations with multifamily developers on housing opportunities for the property located at 3731 Bridge. This site is a focus of dense housing infill that would support the city through residential units and economic growth in the Bridge St corridor. There are several conversations that continue on this site with a goal of making it as dense as possible to support the commercial growth of the city.
- Design work continues with HKGi to create a single access point to 3731, 3765 and 3757 Bridge with the Woodbine road extension. This has required work with parcel lines, anticipated future changes and working with the county on access points.
- The EDA acquired 3772 Bridge and the vacant commercial Flo's site behind it. This will be a focus site for the new city campus as that moves forward.
- The Hardware Store has had a significant sales price drop and rumor has it that they are closing this fall. The Rum River Inn has a buyer with plans to bring it back to a destination. We are excited to see how these properties work towards strengthening Bridge St. and the STF Forward goals.
- The project at the East Shop site has changed direction from the previous Senior Housing concept. This site is being marketed for a destination to support the city and bring traffic that will support the surrounding businesses.

##### **Hwy 47 Corridor:**

- The City has reviewed the plans for Vista Prairie Senior project that would create jobs through care units and services in assisted and memory care housing. This project will continue to move forward with site plans and property title work.
- A land use application and permit are being reviewed for a 10,600 square foot commercial retail building at the intersection of 229th and Hwy 47.
- City is working with the Baptist Church on access to the properties south of Mansetti's. A use was proposed but additional work is needed before this site is buildable.

**AC Regional Economic Development** –St. Francis continues to be part of the Executive Committee and marketing committee in a regional effort to promote the county and assist businesses. The group has had to cancel several events directed towards businesses and real estate groups this year including all of the fall events that have been successful marketing for the City in the past. For more information on this initiative visit <https://www.anokacountysuccess.org/> to see how all cities are working together.

The SFEDA met on August 9th to discuss the acquisition of City owned property. This concept was brought to the City by our legal team to address performance requirements of city property and the development expected when a sale of property occurs. The EDA and Council approved the sale. The EDA also began discussions about what else it could do to support the City. They discussed various types of projects, funding ideas and needs that are being seen in the City. A future meeting will address these concepts in the future.

### Housing Development

As we continue to tracking the inventory that has been platted in the City, there are an estimated 71 lots remaining with water and sewer connections since the opening of the additional 45 lots in Rivers Edge 5th. With that there are 36 platted lots remaining that would be on private well and septic.



**Meadows Development** –Joshua Markum homes continues to wrap up the last of the building sites that were purchased from the SFEDA.

**Meadows 2nd** – a proposed expansion of the Meadows townhome has been submitted to the City from a new development team. The concept is proposing an expansion of the units similar to those in the first addition and also include units that are a side-by-side villa style. This expansion is located on the site previously approved for the behavioral health center. Concept plans and site plans will begin making their way through the process this fall.

**Rivers Edge Development** –Five phases have received final approval and are underway. This continues to be a successful development for single family homes and staff are working with the developer to opening up more lots in the spring. The residents in this development are excited and waiting for the new park.



**Green Valley 2nd Addition** – a proposed subdivision of 14 rural lots went through the PC and Council for concept review in the spring and is working on the Preliminary and final plats during the third quarter. This development would bring additional rural platted lots to the City including a large tract of land for conservation.

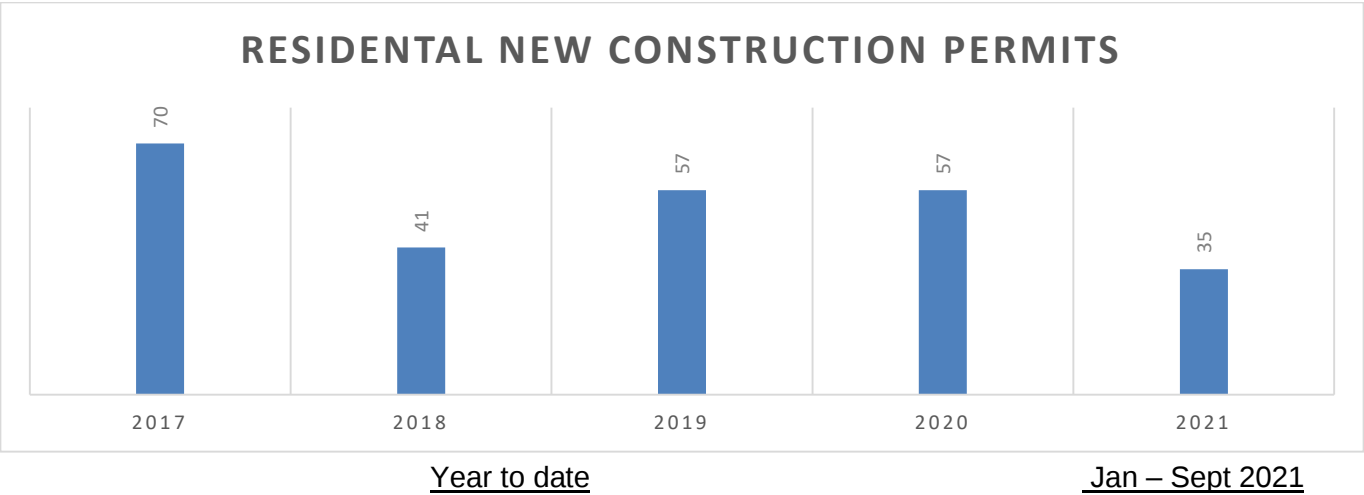
**Turtle Ponds 4th and 5th additions**– Final Plats were approved in March 2020 and recently extended to provide developer time to begin the project. This development plants to create an additional 13 lots in the 4th addition and one home in the 5th. Developer plans to move forward this fall and into the spring of 2022.

**Rita Meadows 2nd addition** – Final plat was approved to split this property to allow for a high dense development of up to four units. This property was also staged with an outlot to prepare for future development to the north.

**Building Department**

The Construction industry continues to have challenges on obtaining and affording the materials for the construction as well as labor shortages for some of our basic trades. This is all while the housing industry continues to be a strong market.

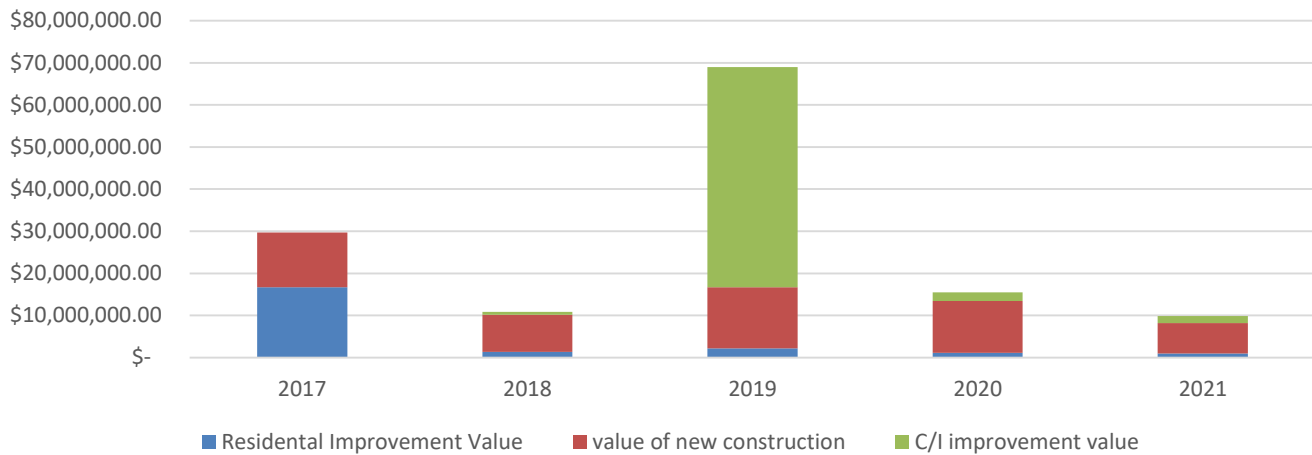
Below shows the City at the end of the second quarter compared to year end totals for 2017 to the end of the third quarter 2021. I believe our final numbers will end similar to 2018.



Permit value is an important indicator in regards to the overall investment in the city. It is important to maintain existing housing and building stock to serve a need and adds value to the community. Much of this year's value to date is from new single-family homes. We continue to see over a million dollars a year invested into existing housing stock. So far this year that includes 22 basement finishes, 31 new decks and 31 homes with new windows and doors.

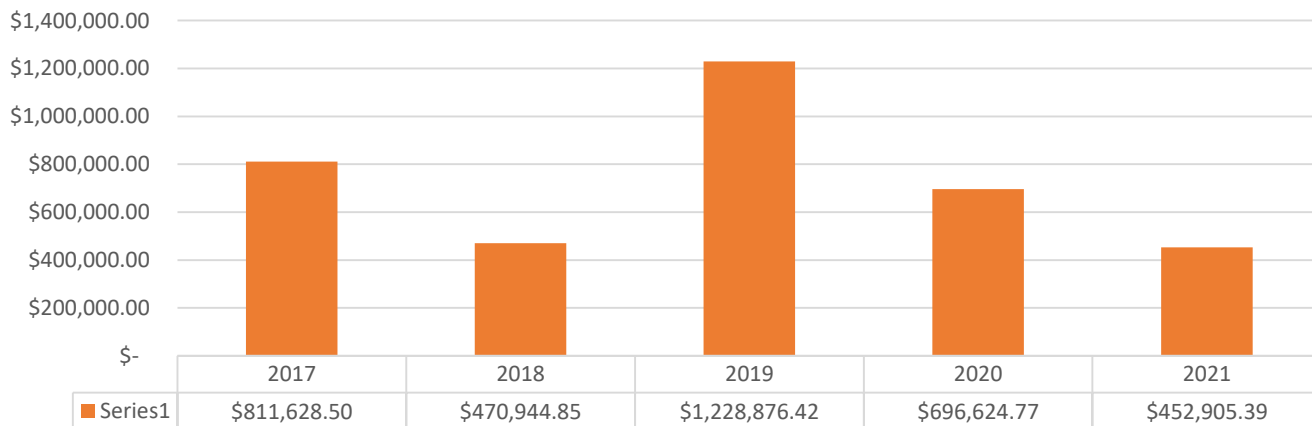
Permit totals remain high and the City has processed 403 total permits to date.

## Value of Improvements



Permit revenue is based on both counter permits (flat fee items such as fences, roofs, etc.) and projects that are processed on a valuation schedule. All permit costs are adopted through the City fee schedule. Fees are utilized to cover expenses of the permit process such as administration, inspections, engineering and planning if necessary. Additionally, Commercial and Septic permits are under contract with Metro West Inspections

## Permit Revenue



## Administration

- **Broadband and Internet** – continues to slowly move through the process. The expansion of services was installed on the east side. Staff is still working with Anoka County and Midco on a 3,500-foot expansion of fiber through the west side of town.
- **Ordinance Updates** –The following codes and ordinances were discussed:
  - Fee Schedule – was updated early to address changes zoning codes to allow bed and breakfasts and include new fire department permits

- Flat Roofs – ordinance was updated to allow a different style of architectural h
- Ag-tourism- ordinance change failed to allow ag-tourism in the business park zoning district

- **Park Plan** – staff kicked off the community engagement of the park plan with Night to Unite collecting 67 paper surveys. While at the park we were able to collect immediate feedback and encourage the input of the residents who are interested in expansion or improvements of the city park system.
- **Hwy 47** – discussions continue as we work towards a resolution on the Hwy 47 corridor. This corridor needs safety and economic development changes that staff continue to discuss with MnDOT.
- **Utility and Street Expansions** – expansion of city infrastructure continues including an expansion of Woodbine at Bridge Street, the future of the parcels south of Pederson and Hwy 47 and the need to expand in the future down 241st.
- **Siwek Park** – the park continues to take shape through the bid documents now that all grant funds are in place. The next step will be to have Council approve the bid document for release and the anticipation of spring construction.
- **Website and Department forms/applications** – with all of the Code changes it is taking time to update all of the department land use forms. This is a detailed step and must tie into the website for the location of the forms and to ensure all old information is removed. This process will continue throughout the year.
- **Septic properties** – the city has roughly 771 properties with an onsite septic system. This summer staff was able to update the property list to better meet State and Federal requirements. How the city handles and processes SSTS tanks is regulated and it has taken some time to bring the program up to where we are required to be. Starting in April all properties will be reminded of pumping and reminder letters to the pumpers that they must report to the City will be sent out.
- **Land acquisition** – Staff has been working to acquire property for the possibility of a park expansion. This property has been a challenge to acquire and continues to work with attorneys to ensure we have solid purchase if this moves forward.

## Code Enforcement

Code enforcement has been extremely busy this year with the early nice weather and residents are calling in on everything from vehicle issues, long grass to dog feces.

For the three quarters of the year Code Enforcement worked with 119 properties. Of those properties only 10 are moving forward with citations that will be assessed.



Many of the properties are in various stages of enforcement and a few are ready to be closed out. Some of the properties are repeat offenders while others only require a one-time letter to address the issue. Staff and PD continue to work with people as much as possible and keep fines low. However, there are always a few that utilize a lot of staff time and resources to get the property into compliance. Those with citations include issues related to parking on the grass, junk and debris and long grass issues. All complaints from neighbors that the property owner delayed responding to.

## Planning Commission

The PC met all three months in the third quarter and began meeting in person in July. Planning items continue to become more complicated and target the reason the group exists. During this quarter they recommended approvals on updated codes, subdivisions and a comprehensive plan amendment. The Planning Commission is the body that hosts the public hearings on all land use applications and hears the concerns about growth and change which can be difficult.

There are two positions that are up at the end of the year and to date Staff has one application that is interested in joining the team.